

Guidelines for Student Organizations Hosting Events with Minors

1. All student organizations and student groups, including school-based student organizations, sponsoring events with minors must register the event with the Division of Student Affairs through the William Pitt Union and O'Hara Student Center Reservations Office.
2. All student organizations hosting potential undergraduate recruitment events must get approval from the Chief Enrollment Officer.
3. If minors are involved in a student-sponsored event, faculty or staff members with security clearances (the "Individuals with Clearances") must be present during the entire event. Please refer to [University of Pittsburgh Policy and Procedure 06-04-01](#) for an explanation of the required clearances.
4. Student organizations must declare on their event reservation form that minors will be in attendance at their event, identify the number of minors anticipated, and identify the Individuals with Clearances who will be present during the event. The Individuals with Clearances must be present at all times the minors are present, such as during and after the event.
5. All events must have an appropriate Staff/Administrator-to-Participant ratio, which will be determined by the Division of Student Affairs based on the information provided to the Division of Student Affairs.
6. If a student organization plans to meet with the same group of minors on a routine basis, its members will be required to follow the University guidelines regarding minors, including the criminal background check requirements.
7. At least two Individuals with Clearances must be present when minors are present at all times. The organization should not allow an adult to be alone with minors barring emergency or exceptional circumstances.
8. The Individuals with Clearances should take the University's on-line training concerning protecting minors from abuse.
9. Participants may not touch a minor any place normally covered by a swimsuit-except for medical reasons, and even then only in the presence of another adult. This does not prohibit emergency medical treatment or first aid.
10. Participants may not transport any minor in a vehicle.
11. Participants may not have contact with minors after the event or through social media.
12. At the end of the program, release minors only to pre-authorized adult individuals.
13. Participants must immediately report problems or issues to the Pitt Police and the Division of Student Affairs.