

**For use with Events sponsored by third parties.
To be completed by person in charge of sponsoring the Event.**

ATTACHMENT B

THIRD PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

- I. Event Information: Please submit a list of your Event dates and times to _____ [Office].
- II. Duty: By offering to host an Event, you are accepting a legal duty to operate the Event in a reasonably safe manner and you agree to indemnify, defend and hold the University harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the Event.
- III. Releases/ Facilities Use Agreements:
 - A. You agree that EACH minor and minor's parent/guardian must sign a release in substantially the form attached as Attachment D. Minors may not take part in an Event without a signed release. You agree to provide the signed releases to the Office of Risk Management.
 - B. You agree to sign a Facilities Use Agreement, which should be obtained from the University department or office with which you are working. You must ensure your insurance covers worker's compensation claims for your employees, staff and volunteers holding Events on University premises.
 - C. You agree to obtain any additional releases needed to permit the minor to safely participate in the Event and to permit your personnel to obtain medical treatment on the minor's behalf.
- IV. Before Event: You must conduct an orientation session with your supervisors to discuss all of these rules and policies and hold a separate orientation session with your minors to discuss the security measures as well as Event behavioral expectations and how to report issues and concerns.
- V. Supervision:
 - A. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to the University. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.
 - B. Head Supervisor Contact Information: _____
 - C. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
 - D. Overnight Events: For overnight events in University Housing, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to University Housing. Sufficient number of supervisors must be available on the floor to hear activity in the rooms, in the corridors, and/or near the exits throughout the night.
 - E. Hazards: All areas within supervision should be inspected to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. Any hazards should be reported directly to the Head Supervisor or facility manager.
- VI. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. **General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).**
- B. **The Oklahoma DHS hotline for reporting is 1-800-522-3511.**
- C. Additionally, notify OUPD at 405-325-2864 and the University Sexual Misconduct Officer 405-325-2215 if you are aware of or suspect abuse on the University's campuses or where abuse is committed by someone affiliated with the University.
- D. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.
- E. Who is a minor? Anyone under the age of 18!

VII. Employees/Volunteers

A. Criminal and sex offender background checks:

1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed a criminal and sexual offender background check within one year prior to the start of the Event.
2. This requirement includes parents of minors where the parent is assisting with the Event. Unless the parent has undergone the background check and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise minors other than their minor at the Event.
3. This requirement includes University students who supervise minors or who have substantial contact with minors during the Event.

B. Supervisor Responsibilities:

1. You will require each Event supervisor to execute an Event Guidelines and Acknowledgement form (as an example please see **Attachment C**) to be maintained by the camp sponsor and you will certify the items noted below have occurred at the time of check-in by executing **Attachment E, the Sponsor Certification Form**.
2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with minors and that it is not acceptable. Guidelines for touching minors include the following:
 - a. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult's supervision.
 - b. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.
 - c. You are restricted from hitting or other physical punishment as discipline.

- d. Exercise good common sense and judgment.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
4. Ensure minors are aware of behavioral expectations during the Event.

VIII. Security:

1. Ensure that you have reviewed security measures with your employees/volunteers and they know to whom to speak if they need help.
2. Ensure that minors are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
3. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers and they have advised their minors.
4. Ensure the minors and their parents know where and how to report any injuries or incidents. Parents and minors must be provided with the following numbers _____ (to report any injuries) and the Sexual Misconduct Office 405-325-2215 to report any violations of the University's Sexual Misconduct policies www.ou.edu/home/misc.html (committed by employees/volunteers or other camp minors).

IX. Transportation:

1. Ensure the minors and their parents know the pick-up location if parents have missed the standard pick up times (e.g. OUPD if prior arrangements were made with OUPD). Ensure you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors. You should require photo identification of these individuals. If someone other than the parent is to pick up the minor, you must obtain written authorization from the parent/legal guardian and require valid identification of the person authorized to pick the minor up. Parents must give permission in writing for their child to drive themselves or ride with another person to and from the Event.
2. Ensure that only Event supervisors over the age of 21 who have completed a Department of Motor Vehicles background check transport minors. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor.

These Guidelines are in addition to all University guidelines, policies and procedures. If you have any questions about this document, please contact the Office of Risk Management.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____