**Addendum A: Protection of Minors**

You have indicated, or it has been determined that pursuant to University policy that this event is classified as a Covered Program under WCU Policy #126. Licensee shall review WCU Policy #126 in its entirety prior to completing this addendum to ensure complete and full compliance.

***Additional Information Required***.\*

1. Description of Covered Program:

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1. Program Organizer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The Program Organizer will be responsible for training employees and volunteers in, and adhering to, WCU Policy #126 Protection of Minors on Campus)

1. Designated Program Contact name and contact information (so that in the event of an emergency, appropriate measures may be taken): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designated University Administrator or Officer supporting this program: \_\_\_\_\_\_\_\_\_\_\_\_\_
3. Period of time for which the Covered Program will operate: \_\_\_\_\_\_\_\_\_\_\_\_
4. Location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Expected number of minors to be in attendance: \_\_\_\_\_\_\_\_\_
6. Age range of minors expected to be in attendance: \_\_\_\_\_\_\_\_\_
7. Number of owners, employees, contractors, and volunteers 18 years and older who are operating or participating in the Covered Program and it is anticipated will work closely with, supervise, instruct, or otherwise come into direct, non-incidental contact with minors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Name of Position of the University Administrator or Officer with responsibility for approving the proposed Covered Program. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Certifications.***

1. ***Criminal Background Checks.*** Licensee certifies that it has performed satisfactory criminal background and sex offender registry checks on all of its employees, contractors, and volunteers participating in the Covered Program.

Criminal background checks should be done through a qualified background check vendor, according to reasonable industry standards, and include searches for criminal convictions (federal and in all states and counties in which the individual has lived), searches against the national and state sex offender registries, and, if the individual’s responsibilities include transporting minors, a mandatory driver’s license check. Background and driver’s license checks should look back at least five years, or since the individual reached the age of 18, whichever is shorter.

The Program Organizer shall review the results of background checks to ensure compliance with University Policy # 126 and by signing this Agreement and Addendum certify that all Covered Individuals affiliated with the Program have been subject to a criminal background check and a sex offender registry check within the previous twelve (12) months and are eligible to participate.

1. ***Mandatory Reporting.*** Licensee certifies that all of its employees, contractors, and volunteers participating in a Covered Program have received appropriate training on WCU policies pertaining to minors on campus, including mandatory reporting requirements pursuant to N.C. General Statute 7B-301. Additionally, Licensee acknowledges its duty to comply with the mandatory reporting requirements as set forth by statute.
2. ***Supervision.*** All Programs involving Minors must be supervised by at least two (2) or more Covered Individuals or by their parent(s) or legal guardian(s) with at least a 1:18 supervision ratio. Unless expressly authorized by the Program Organizer or sponsor, or unless interaction involves the provision of health care or counseling services by a licensed provider, Covered Persons will not be alone with a single Minor. Absent one of these circumstances, activities where Minors are present must involve two or more adults. If one‑on‑one interaction is absolutely required, meet in open, well‑illuminated spaces or rooms with windows observable by other adults.
3. ***Overnight Programs.*** For overnight Programs housed in University Facilities, Covered Individuals must reside in the same housing building, and preferably the same floor. Additionally, a Covered Individual should be “on duty” during overnight hours to respond to any circumstances where a Minor requires assistance. For purposes of this policy “on duty” means actively monitoring the location where Minors are housed including overnight hours. Separate sleeping accommodations are required for Covered Individuals and Minors, unless the Covered Individual is a parent, guardian, or sibling of the Minor. Signed written permission from a parent or guardian is required for a Minor to stay overnight in University Facilities. All guests and visitors of Minors staying in University housing are restricted to building lobby and lounge areas and only during the hours specified by the Program Organizer, which in no case shall be later than 12:00am.
4. ***Compliance.*** Licensee certifies compliance with all relevant institutional policies, including requirements for background checks, training, insurance, parking access, and facilities use. To ensure compliance with this agreement, WCU Policies, and North Carolina State Law, Licensee acknowledges that WCU may monitor the Covered Program.

By signing this Addendum Licensee certifies that the use of facilities will be in compliance with all WCU Policies and applicable state law.

***Licensee***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_

***University Administrator/Officer Approving this Covered Program***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_