

Checklist for Campus Visits Involving Minors (AP Friday at Purdue)

1. Determine who will be involved with the visit. An appropriate ratio of Program Staff should be maintained at all times. It is the practice of Purdue University to regularly conduct registry checks on all faculty, staff and students. As such, units of the University do not need to conduct registry checks on faculty, staff or students of the University who will serve as Program Staff.

<http://www.purdue.edu/ethics/resources/programs-involving-minors.html>

2. Non-University personnel helping with the program, (those not acting on behalf of Purdue University), on University-owned property must have registry checks conducted. Registry checks are done online by searching for the individual's name. A date of birth and home address can be used to differentiate between duplicate names. Links to the required registries are below. Document the results of these registries. If any personnel are found on either of these registries, do not allow them to be a part of the program.

- [Dru Sjodin National Sex Offender Public Website](#)
- [Indiana Sex and Violent Offender Registry](#)

3. All individuals who will serve as Program Staff must complete training on youth safety and the requirements for mandatory reporting in Indiana. Training must be completed within the 24-month period immediately preceding the start of the program. Program Staff who provide services for more than one program only need to complete the training once in a 24-month period. Upon successful completion of the program, you will receive an email with an option to print a certificate. A certificate of completion should be filed with the Program Director as proof of completed training. You can find the information for online training at the following website:

<http://www.purdue.edu/ethics/ed-training/childsessions.html>

4. About one month prior to minors arriving to campus, the Program Director should forward copies of the RM28 and RM29 forms to the teacher or adult in charge of bringing the group of minors to campus. Each participant will have to turn in these forms, completed and signed, no later than the day scheduled for the campus visit. Additionally, it is recommended to purchase an insurance policy for each participant (approx. \$.50 per camper per day). Form RM05 is the application that is used to apply for this insurance. Form RM05 should be completed and emailed to the Risk Management Coordinator one week prior to the campus visit. To obtain the information needed for RM05, the Program Director may want to forward the Lab Waiver Form (following) along with the RM28 and RM29 forms. Further, the teacher or adult in charge of the group of minors that will be coming to campus should send a roster of all participants' first and last names no later than one week prior to the campus visit. It is only necessary to submit this list of names on RM05 to begin processing the insurance policy. When the remaining information needed for Form RM05 is received, the form can be updated and resent to Lois High. The completed RM05 must be submitted within 3 business days following the campus visit. Completed RM28 and RM 29 forms should be kept on file with program records in case they are needed. Forms RM28 and RM29 can be found at the following website:

http://www.purdue.edu/business/risk_mgmt/Forms/index.html

The Form RM05 and the AIL Memo can be found at the following website under "Student Coverages":

http://www.purdue.edu/business/risk_mgmt/Risk_Management_Insurance_Program/index.html

It is important to keep in mind that Risk Management should be notified immediately in the event of any emergency that takes place during the campus visit: (765)494-7695

5. After submitting the initial Form RM05 with first and last names of participants, (Note: the list of participants can be modified up to 3 days following the campus visit), and checking that certificates of completion for Title IX online training have been collected for all faculty and staff that will be participating in the campus visit, the Program Director should register the campus visit. Each campus visit should be registered separately using the form on the following website:

Purdue Lab Waiver

Laboratory activities are a useful and enjoyable part of any science course, but the laboratory itself is a dangerous place. Literally, everything in the lab is potentially harmful if not used with caution. This set of rules and policies is to be read and agreed to by all students participating in any lab on Purdue's campus.

PROTECTION AND CLOTHING

1. **EYES:** Approved safety goggles must be worn during ALL laboratory work. Even if you wear glasses, you must still wear goggles OVER your glasses.
2. **FEET:** Close-toed shoes AND socks must be worn at all times in the lab. Open footwear such as sandals do not give sufficient protection against some laboratory hazards.
3. **HAIR:** If you have long hair, you must tie your hair back in some manner before beginning any lab work.

GENERAL PRACTICE

1. Never taste a chemical that is used in the lab.
2. Do not eat or drink while participating in a laboratory activity.
3. Do not chew gum while participating in a laboratory activity.
4. If a spill or breakage occurs, AVOID THE AREA, notify the teacher immediately, and make sure that it gets cleaned up BEFORE continuing work.
5. Clean up your work area after completing all lab work.
6. Broken glassware should be disposed of in a special broken glass container. DO NOT throw broken glass in the waste basket!

I agree to follow the lab policies indicated above and understand that I am additionally expected to follow any rules and policies related to laboratory activities that are expected by my high school.

Student Signature _____ Date ___ \ ___ \ 20___

Additional Information:

Student's school email address: _____

Student's age: _____ years

Parent's preferred email address: _____

Parent's preferred daytime phone number: (_____) _____ - _____ x _____