



Event Planning Form for Programs Involving Children

Program Name/Description: _____

Duration of Event (Day, Multi-Day, Week, Semester) _____

Dates Offered: _____

Does Program Involve Overnight Supervision? Yes No

Program sponsor: USI Sponsoring Department _____

External Sponsor Name of External Sponsor _____

Average Number of Children Participating _____ Age Range _____

Average Number of USI Employees Involved _____

Average Number of Community Volunteers Involved _____

Average Number of USI Students Involved _____

Contact Information of Administrator or Faculty in Charge of Program:

Name of Administrator/Faculty in Charge: _____

Email address: _____ Phone number: _____

This Section for Child Protection Committee Use Only ⁽¹⁾⁽²⁾	
Number of Background Checked Employees Required	
Number of Background Checked Volunteers Required	
Number of Background Checked Students Required	
Date of Committee Determination	
Committee Member Initials	

- (1) Some programs may be required to background check all employees, volunteers, and students. All USI sponsored programs require some number of employees to be background checked to ensure appropriate supervision of non-background checked volunteers/students.
- (2) All employees, volunteers, and students assisting with a program involving children must have a sex offender registry check performed annually.