**Registration of Institute Programs for Minors **

Academic Division / Administrative Office Name:

Contact Name/Phone/Email:

Description of Activity/Program and Minors’ Participation

Facilities that will be used by Minors:

Dates of Activity/Program:

Age Range of Minor(s) Participating:

Will Minor(s) stay overnight? Yes No (If yes, provide details on a separate sheet.)

Will Minor(s) be working in labs? Yes No (If yes to either or both, provide details on a separate sheet.)

Estimated Number of Minor(s) Participating:

Information regarding all Faculty, Staff, Students, Volunteers and others who will work directly with Minors or supervise individuals who will work directly with Minors (attach further sheets if necessary).

Name Phone Email

All individuals named above must be given a copy of the Standards for Interacting with Minors, Guidelines for Programs with Minors, and the Violence Prevention personnel memoranda; complete Mandatory Reporter training and sign acknowledgement form; and if working with a Camp or Residential Program for Minors, be subject to a background check.

Will there be Contractors working directly with Minors? Yes No

(If yes, provide contact information for the Contractor, and a copy of Caltech’s Agreement with the Contractor (or the name of the Caltech Procurement Services professional working with you on an Agreement):

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**Approval** Division Administrator (for Academic Divisions): Date:

Department Manager (for Non-Academic Divisions): Date:

**Submitted** Teaching, Learning, & Outreach: Date: **Please send the completed and signed form to Mitch Aiken in the Center for Teaching, Learning, & Outreach thirty (30) days prior to the first scheduled date of participation by minors.** **aiken@caltech.edu** **MC 369-86**