

## University Youth Programming Approval Resource for College of Engineering

### Detail on Youth Activities, Pre-Collegiate Programs and Camps Policy

<http://www.policy.iastate.edu/policy/youthprograms>

#### Steps for Submission of K-12 Youth programming/educational Outreach Programming

- **Step 1**
  - Student Organizations must submit to the College of Engineering a one page white paper describing the proposed activity. This submission must include program description, event date/time, identification of attendees, if supervision of students will be required, and staff/faculty member coordinating with you who serves as administrative point of contact/responsible party. **You must have a faculty or P& S staff member identified as the responsible party for the proposed event! You will be informed via email if your event is approved or denied by the college.** *If approve per email, proceed to Step 2*  
*(Please start your submissions at least 5 weeks in advance of the program date)*
- **Step 2**
  - Submit your event on the Student Organization Event Authorization portal, found at:
    - <http://events.stuorg.iastate.edu/>
  - Student event coordinator and identified Program Administrator must fill out the Youth Program Registration form
    - <http://www.riskmanagement.iastate.edu/youth/registration>
    - Complete the Request for Background check form. You must list each faculty/staff and student who will have access to underage minors during the event. Form is downloadable at:
      - <http://www.policy.iastate.edu/policy/youthprograms#Resources>
        - **Submit both forms to the college, Attention Dr. Joel Johnson-Engineering Student Services Office**
          - Dean's office will provide a final review and approval/denial per signature.
          - Form will be available for pick up; and you will be notified via email when completed.
- **Step 3**
  - Submit form to Risk Management for processing and final approval/denial

**Note: The event cannot be conducted without appropriate approvals.**

Questions regarding process or issues with processing can be directed to

Dr. Joel Johnson/Director of COE Student Services  
Phone 515-294-1570/Email: joelj@iastate.edu