Appendix A

Note: This sample is for illustrative purpose only. To access the most up-to-date version of this form, please go to https://inside.scrippscollege.edu/hr/staff-forms.

Sample: Informational Form-Programs/Activities Involving Minors

Instructions:

- The Program/Activity Director is responsible for filling out this form. This includes faculty directing Programs/Activities as part of course work.
- Please submit this form to HR at ScrippsHR@scrippscollege.com at least 15 business days before the start of the Program/Activity involving minors.
- If you have any questions about this form, including how it applies to recurring Programs/Activities, please contact the Director of HR 909-67-7976 or jberklas@scrippscollege.edu.

Name/title/email:

Name of Program/Activity:

Describe your role in the Program/Activity:

General Description of Program/Activity:

Program/Activity Dates (note if Program/Activity is ongoing or recurs annually):

Program/Activity Venue:

Age of Minor Participants (give range if applicable):

Is there an overnight component to the Program/Activity?  ____ Yes  ____ No. If yes, please describe.

Identify all others who will be involved in the Program/Activity, including whether they will be paid or unpaid and nature of role. For example: Anne Smith, Scripps student, paid, tutor; John Seymour, Scripps faculty, paid, instructor; Isabelle Sherman, CMC student, volunteer, mentor.

Will Scripps be responsible for driving participating Minors to/from the Program/Activity or to/from field trips or other program activities?  _____ Yes  ____ No. If yes, please describe.