



NO. 3078 YOUTH PROTECTION POLICY

1.0 PURPOSE:

The Youth Protection Policy (Policy) aims to take affirmative steps to safeguard and protect minor children (youth) who visit the Oklahoma City Community College (OCCC), participate in OCCC-sponsored programs on and off OCCC properties, or participate in third party programs and activities that utilize OCCC properties.

2.0 SCOPE:

The Policy applies to all faculty, staff, students, vendors, volunteers, and visitors of OCCC who work with youth in OCCC-sponsored programs or who participate in third party programs and activities that utilize OCCC-owned or leased property used or otherwise controlled by OCCC. Except for the procedures described in Paragraph 6, this Policy does not apply to youth who are enrolled in OCCC courses as concurrent students.

3.0 DEFINITIONS:

3.1 Youth: Any individual under the age of 18.

3.2 OCCC-Sponsored Events, Camps, or Activities: Events that occur on campus and off-campus which are managed and/or controlled by an OCCC college or department.

3.3 Concurrent Students: Any individual regardless of age that is enrolled in both high school courses and OCCC courses.

4.0 RESPONSIBLE OFFICES:

The OCCC Campus Police Department, OCCC's Executive Vice President, Office of Compliance, Accountability Title IX and the Office of Legal Affairs – Risk Management are responsible for administering this Policy and ensuring compliance.

5.0 POLICY STATEMENT:

It is the Policy of OCCC to provide a safe, fun, and productive educational environment for youth on campus to participate in various campus-sponsored events, third party-hosted events, or visiting faculty, staff, and students. Therefore, any youth on any OCCC property shall always be supervised by an adult. Procedures for hosting an event with youth or receiving permission for a youth to be on campus are outlined in the next section.

6.0 REPORTING OBLIGATIONS FOR SEXUAL MISCONDUCT, CHILD ABUSE, AND NEGLECT:

6.1 Any individual who suspects that a youth is the victim of abuse or neglect must immediately report it to the Oklahoma Department of Human Services (DHS) and OCCC Campus Police Department. (See 10A O.S. §§ 1-2-101(B)(1)(4)).

6.2 The (DHS) hotline for reporting is 1-800-522-3511.

6.3 Any report made to DHS or OCCC Campus Police Department shall be confidential, including any information identifying the school employee reporting the abuse.

6.4 Any OCCC staff, faculty or employee who has reasonable cause to believe or suspect sexual misconduct towards a Student and/or minor shall also make a report to the Office

of Compliance, Accountability and Title IX using the following link:
https://cm.maxient.com/reportingform.php?OklahomaCityCC&layout_id=5.

- 7.0 ADDITIONAL RESOURCES: In addition to the above mandatory reporting requirements, the Office of Compliance, Accountability, and Title IX is a resource for Students to report sexual abuse of a minor. Please see OCCC Policy No. 1012 for more information or follow the link for online reporting:
- 8.0 EMPLOYEES BRINGING YOUTH TO OCCC:
 - 8.1 Prior approval from an employee's supervisor is required to bring youth to the workplace. Not all work environments are conducive to children because of the location or type of work performed.
 - 8.2 Youth must always be in line-of-sight supervision by a parent/guardian. Youth are not permitted to travel to other areas of campus without accompaniment of a parent/guardian.
 - 8.3 Youth must not interfere with OCCC business, including in academic and non-academic settings. If a permitted youth becomes disruptive, the employee's supervisor or Human Resources may ask the employee to remove the youth from campus.
 - 8.4 If approved by the employee's supervisor, an employee may occasionally bring a youth to work for the employee's convenience or due to a family emergency, but never regularly or in lieu of childcare.
 - 8.5 In those cases where bringing the youth to work is not permitted, employees must discuss their needs with their supervisors and, as necessary, Human Resources to see what alternative options are available (i.e., leave, FMLA).
- 9.0 OCCC STUDENTS BRINGING YOUTH TO OCCC:
 - 9.1 Youth are not allowed in classrooms with an OCCC student while classes are in session unless permission is granted in advance by an appropriate faculty member.
 - 9.2 If approved by faculty member, a student may occasionally bring a youth to OCCC for the student's convenience or due to a family emergency, but never regularly or in lieu of childcare.
 - 9.3 The youth must remain in line of sight from the parent/guardian and should not be left unsupervised/unaccompanied at any time. If a youth becomes disruptive, the faculty member shall require the OCCC student and youth permitted in class to leave. A student's failure to comply with this request/requirement of the faculty instructor may be reported as a violation of the Student Community Guidelines.
- 10.0 EVENTS, CAMPS, AND ACTIVITIES:
 - 10.1 In-person and Virtual Supervision:
 - 10.1.1 Every youth must be supervised **AT ALL TIMES** while that youth is participating in the Event.
 - 10.1.2 OCCC generally requires a minimum of at least one adult supervisor for every 12 youth. However, depending on the age of the youth and the Event, higher or lower supervision ratios may be advisable or applicable as determined by the supervisor over the area or upon consultation with the Office of Legal Affairs.
 - 10.1.3 Supervision is defined as having youth within line-of-sight.

- 10.1.4 Employees under the age of 18 serving as workers for Events may not supervise youth alone without the assistance of another worker at least 18 years of age.
- 10.1.5 Supervisors and adults working the Event should not use verbal abuse, bullying, aggressive behavior or inappropriate consequences as a form of discipline.
- 10.1.6 Supervisors must provide for the basic needs of youth while involved in the Event.
- 10.1.7 All adults working at the Event must not engage in inappropriate behavior that could cause harm or be misinterpreted as possibly causing harm. Examples of inappropriate behaviors include but are not limited to:
 - 10.1.7.1 One-on-one contact with youth outside the presence of others.
 - 10.1.7.2 Touching youth in a manner that a reasonable person could interpret as inappropriate.
 - 10.1.7.3 Use, possession, or being under the influence of alcohol or illegal drugs while working a campus program for youth.
 - 10.1.7.4 Being alone in a vehicle with youth at any time.
 - 10.1.7.5 Making sexual materials in any form available to youth participating in programs or activities or assisting them in any way in gaining access to such materials.
 - 10.1.7.6 Meeting with youth outside of established times for Event activities.
 - 10.1.7.7 Verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a youth, all incidents must be documented and reported to the Event Director and the youth's parent/guardian.
 - 10.1.7.8 Any of the above behavior when engaging or communicating with youth through email or text messages, social networking websites, internet chat rooms, or other forms of social media at any time except and unless there is an educational or programmatic purpose, and the content of the communication is consistent with the mission of the program or activity. When communicating electronically, you must copy another program staff member or the youth's parent/guardian.
 - 10.1.7.9 When youth are permitted into OCCC laboratories, the faculty member sponsoring the youth shall comply with additional requirements including providing appropriate training.

10.2 Overnight Events:

OCCC will not host overnight events for youth on campus. If a "lock-in" event is being considered, please reach out to the Office of Legal Affairs.

10.3 Background Checks:

Each individual who acts as a supervisor of youth and any individual who has substantial contact with youth must have successfully passed a criminal and sexual offender background check within the year preceding the Event. Until a clear background check is received, the employee or volunteer may not supervise or have substantial contact with youth. Background checks for OCCC employees, students, and volunteers must be conducted through OCCC's Human Resources department. OCCC departments can submit a request to Human Resources department to complete their

- volunteers' background checks and verify current background checks on employees and students.
- 10.4 Student Conflict Resolution Checks:
- 10.4.1 Any OCCC student working at the Event must have successfully passed a student conduct inquiry within the past six months.
 - 10.4.2 Successful completion of an SCR inquiry means that a student has no student code violations, has not been charged with any such violations within the past six (6) months, and the student is in good standing with their academic department.
 - 10.4.3 SCR inquiry takes approximately five (5) business days to complete. To obtain a student conduct inquiry, please contact:
 - 10.4.4 Bobbie Shores, Coordinator Student Conflict Resolution
Bobbie.j.shores@occc.edu
405-682-7371
- 10.5 Campus Security Authorities (CSA) and Clery Reporting:
- 10.5.1 Head Supervisors and other OCCC employees supervising youth may need to become a Campus Security Authority (CSA) and complete Clery training. CSAs are required by federal law to report any allegations of Clery Act Crimes they receive to the respective campus's OCCC Campus Police Department. Please contact the Office of Institutional Equity for more information on training and requirements.
 - 10.5.2 For a better understanding of CSA role and responsibilities:
<https://www.occc.edu/police/crimesafetystats/>.
- 10.6 Transportation of Youth:
- 10.6.1 Event staff shall establish age-appropriate pick-up and drop-off procedures for each Event.
 - 10.6.2 When necessary, drop-off and pick-up schedules and locations must be supervised. Youth may not be released to anyone other than the person(s) listed on the Authorized Student Pick-up form, including a relative or someone claiming to be a relative. Proper identification of approved persons must be provided to the Event staff. If the youth is not picked up at the appropriate time, please contact the OCCC Campus Police Department.
 - 10.6.3 For events involving off-campus activities when transporting youth in groups of more than 25 participants at once, event staff shall ensure that drivers:
 - 10.6.3.1 Hold a current CDL with P&S endorsements.
 - 10.6.3.2 Pass a drug test.
 - 10.6.3.3 Submit a current Motor Vehicle Report from ServiceOK (\$25).
 - 10.6.3.4 Have completed a background check through OCCC Human Resources or through OSBI at <https://oklahoma.gov/osbi/chirp/chirp.html>
- 10.7 Forms:
- 10.7.1 All Events must designate a Head Supervisor and provide contact information to act as a liaison between the Event and the Office of Legal Affairs.
 - 10.7.2 Each Head Supervisor must provide all scanned copies of executed forms to the Office of Legal Affairs prior to the event. The Office of Legal Affairs shall maintain a digital repository of all executed forms.

- 10.7.3 Forms can be emailed to The Office of Legal Affairs at:
riskmanagement@occc.edu.
- 10.7.4 Each Event must submit:
 - 10.7.4.1 **Event Policy and Acknowledgement Form – Attachment A**
This form can also be filled out and submitted at:
<https://forms.office.com/r/V4Jk35kmd2>
 - 10.7.4.2 **Third Party Event Policy and Acknowledgement – Attachment B** (To be completed by any third party sponsoring an event on OCCC’s Campus)
This form can also be filled out and submitted at:
<https://forms.office.com/r/GVTqaKhLmA>
 - 10.7.4.3 **OCCC Release – Attachment C** (To be completed by every individual participant)
- 10.8 Events that are Sponsored by Third Parties:
 - 10.8.1 Third Parties may contract with OCCC to use OCCC space to host Events that include youth. OCCC departments that agree to provide space must designate a departmental contact person responsible for communicating OCCC requirements to the Event’s Third-Party Sponsor (“Sponsor”). Sponsors shall appoint a Head Supervisor who shall be responsible for ensuring adequate supervision of the youth throughout the Event and who shall be the point of contact for OCCC for any issues that arise during the Event.
 - 10.8.2 Third Parties must comply with the same standards of supervision and conduct required by OCCC Employees in this policy.
 - 10.8.3 Third parties must verify compliance with this policy, including successful completion of a criminal and sexual offender background checks for each person who acts as a supervisor or who has substantial contact with youth. For information on obtaining a criminal and sex offender background check, contact the Oklahoma State Bureau of Investigations <https://oklahoma.gov/osbi/chirp/chirp.html>
 - 10.8.4 Third Parties leasing OCCC property must sign a Facilities Use Agreement, provided by OCCC Auxiliary Services. Facilities Use Agreements must include the cost of the leased space, the minimum insurance requirements, and liability and indemnification language protecting OCCC from claims that may arise out of the Event. The Facilities Use Agreement must be signed by the appropriate OCCC representative who has signatory authority to sign such agreements.
 - 10.8.5 The sponsoring organization shall maintain insurance amounts sufficient to cover its responsibilities and liabilities, including but not limited to General Liability coverage with minimum limits of \$1 million per occurrence/ \$3 million aggregate or an amount set by the Office of Legal Affairs. For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Legal Affairs Verification letter, evidencing their self-insurance coverage, is sufficient to satisfy this requirement for General Liability.
- 10.9 Security and Safety Measures:

- 10.9.1 Supervisors should ensure youth of the Event are identified as part of the group in a manner appropriate to the participant's age and nature of the Event. (e.g. name tags with the Event name and contact information on their person).
 - 10.9.2 Third Party must ensure all staff and Event supervisors have been briefed by the Head Supervisor regarding all security measures in place to protect youth (including inclement weather procedures and fire & safety evacuation procedures). At the start of each Event, youth should be informed of where to go or what to do if they need help. For multi-day Events, information should be provided or available each day.
 - 10.9.3 If medical information about youth is collected, it must be securely stored and should not be shared or made publicly accessible.
- 10.10 Youth Protection in K-12 Programs, Field Trips, or Similar Types of School/ Extracurricular Group Tours/Event:
- 10.10.1 Where youth are on campus due to a field trip sponsored by a K-12 school or similarly sponsored event ("Field Trip"), the OCCC contact must ensure a contact person for the K-12 school is identified, must obtain essential information for the event, and must advise the Office of Legal Affairs of all this information.
 - 10.10.2 The Field Trip location must be inspected either by appropriate OCCC officials for safety purposes.
 - 10.10.3 Employees in the area must be made aware of the youth's presence in the area and advised to report any issues or suspicious activity according to the procedures of this policy.
 - 10.10.4 Groups that wish to tour the OCCC campus must complete the **Third Party Event Policy and Acknowledgement – Attachment B** and provide it to the OCCC department providing the tour. OCCC departments must provide this completed form to the Office of Legal Affairs at least 24 hours prior to the event by emailing at riskmanagement@occc.edu.

Effective: August 1, 2025



OKLAHOMA CITY COMMUNITY COLLEGE

ATTACHMENT A

OSCC EVENT POLICY AND ACKNOWLEDGEMENT FORM

Event Name: _____

Short Description of Event: _____

Start Date: _____ End Date: _____

Will the event be in-person or virtual? _____

Who will supervise this event? _____

Please designate a main Contact for your event.

Name: _____ Phone: _____

- I. This Form is in addition to all OSCC guidelines, policies, and procedures. If you have any questions about this document, please contact the campus Risk Management office at riskmanagement@oscc.edu.
- II. Release: **EACH** youth's parent must sign a release. If you know of a youth that has not, please contact your supervisor with the name of the youth so a release can be obtained. If you are given a signed release, please provide that to your supervisor.
- III. Supervision and Behavior Expectations:
 - A. Every youth must be supervised by employees/volunteers during the Event. Supervision is defined as having youth within your line of sight.
 - B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 youth. Please ask your Head Supervisor for proper ratios depending on the age of the youth and the nature of the activities.
 - C. Youth should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.
 - D. At no time may you leave a youth unattended or in the care of a person that is not a supervisor.
 - E. Event staff should not engage in inappropriate behaviors which include the following:
 1. One-on-one contact with youth outside the presence of others.
 2. Touching youth in a manner that a reasonable person could interpret as inappropriate.
 3. Use, possession, or being under the influence of alcohol or illegal drugs while working a campus program for youth.

4. Being alone in a vehicle with youth at any time.
 5. Making sexual materials in any form available to youth participating in programs or activities or assisting them in any way in gaining access to such materials.
 6. Meeting with youth outside of established times for Event activities.
 7. Engaging or communicating with youth through e-mail, text messages, social networking websites, internet chat rooms, or other forms of social media for non-Event related communications.
 8. Verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a youth, all incidents must be documented and reported to the Event Director and youth's parent/guardian.
 9. Using abusive and derogatory language, including words commonly recognized as "cuss words."
- F. You may not engage in any behavior or conduct that is contrary to OCCC's mission or policies. OCCC policies can be found by visiting <https://www.occc.edu/policy/pp/>.

IV. Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:

- A. Who is a youth? Anyone under the age of 18!
- B. **General Rule: If anyone has reason to believe that a youth is the victim of abuse or neglect, it is his/her/their duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).**
- C. **The Oklahoma DHS hotline for reporting is 1-800-522-3511.**
- D. Additionally, notify the Campus Police department at 405-682-1611 and the Office of Compliance, Accountability, and Title IX at 405-682-1611 ext: 7850.
- E. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

V. Background Checks:

- A. **Criminal and sex offender background checks:**
You agree that you are responsible for supervising youth or will have substantial contact with youth during the Event. You must have successfully passed a criminal and sexual offender background check within the year preceding the camp. Until a successful background check is received, you may not supervise or have any substantial contact with any youth. You agree that all Event workers will have current criminal and sex offender background checks on file with OCCC HR.
- B. **Student Misconduct checks (if applicable):**
OCCC students working the Event must have successfully completed a check through the OCCC's Student Conduct Office within the past 6 months.

VI. Transportation (if applicable):

- A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Youth may not be released to anyone other than the person listed on the approved list with valid authorization even if they claim to be a relative and must show valid identification. Parents must give permission in writing for their youth to drive themselves or ride with another person to and from the event. If the youth is not picked up at the appropriate time, please contact the campus police department at 405-682-1611.

- B. You may not transport youth unless you are 21 years old or older and you have submitted a current Motor Vehicle Report from ServiceOK. You should avoid any situation where you would be alone in a vehicle with youth.

VII. Security:

- A. Make sure you have been briefed by your supervisor of all security measures in place to protect youth (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform youth where to go or what to do if they need help.
- B. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur if injuries occur in an OCCC facility. DO NOT wait to see if the parents or any other person complains.
- C. Hazards: You should inspect all areas within your supervision to ensure there are no hazards, e.g. open windows, doors propped open, broken glass, no candles or cooking in the rooms, no alcohol, drugs or tobacco etc. If you notice any hazard, report it directly to the Head Supervisor or facility manager.
- D. Ensure that youth are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
- E. Ensure the youth and their parents/guardians know where and how to report any injuries or incidents. Parents/Guardians and youth must be provided with the following numbers: Campus Police (non-emergency): 405-682-7872 and the Office of Compliance, Accountability, and Title IX at 405-682-1611 ext: 7850 to report any violations of Abuse or Sexual Misconduct.

I have read and agree to abide by and attest to my understanding of the above and certify my compliance. I understand that if I am also an employee or student of OCCC, failure to comply with any OCCC policies while on campus could result in disciplinary action.

OCCC Head Supervisor:

Print Name: _____ Position: _____

Signature: _____ Date: _____



OKLAHOMA CITY COMMUNITY COLLEGE

ATTACHMENT B

THIRD PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

Event Name: _____

Short Description of Event: _____

Start Date: _____ End Date: _____

Will the event be in-person or virtual? _____

Who will supervise this event? _____

Please designate a main Contact for your event.

Name: _____ Phone: _____

- I. This Form is in addition to all OCCC guidelines, policies and procedures. If you have any questions about this document, please contact the campus Risk Management office at riskmanagement@occc.edu.
- II. Duty and Hold Harmless:
By offering to host an Event, you are accepting a legal duty to operate the Event in a reasonably safe manner, and you agree to indemnify, defend and hold Oklahoma City Community College (OCCC) harmless for any and all claims, causes of action, demands and damages arising out of or relating in any way to the Event.
- III. Releases/ Facilities Use Agreements:
 - A. You agree that EACH minor's parent/guardian must sign a release in substantially the form attached as Form C. Youth may not take part in an Event without a signed release. You agree to provide the signed releases to the Office of Risk Management office at riskmanagement@occc.edu.
 - B. Your organization shall maintain insurance amounts sufficient to cover its responsibilities and liabilities including but not limited to General Liability with minimum limits of \$1 million per occurrence/ \$3 million aggregate or an amount set

by OCCC's Office of Risk Management. For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Risk Management Verification of Liability Coverage Letter, evidencing their self-insurance coverage, is sufficient to satisfy this requirement.

- C. You agree to obtain any additional releases needed to permit the minor to safely participate in the Event.

IV. Before Event:

You must conduct an orientation session with your supervisors to discuss all of these rules and policies and hold a separate orientation session with your youth to discuss the security measures as well as Event behavioral expectations and how to report issues and concerns.

V. Supervision:

- A. Head Supervisor: Each Event shall designate at least one person as a Head Supervisor and provide his or her contact information to OCCC. The Head Supervisor must ensure all youth are properly supervised and shall be the point of contact between the Event and OCCC.
- B. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event. Supervision is defined as having youth within your line of sight.
- C. Event staff should not engage in inappropriate behaviors which include the following:
 - One-on-one contact with youth outside the presence of others.
 - Touching youth in a manner that a reasonable person could interpret as inappropriate.
 - Use, possession, or being under the influence of alcohol or illegal drugs while working a campus program for youth.
 - Being alone in a vehicle with youth at any time.
 - Making sexual materials in any form available to youth participating in programs or activities or assisting them in any way in gaining access to such materials.
 - Meeting with youth outside of established times for Event activities.
 - Engaging or communicating with youth through e-mail, text messages, social networking websites, internet chat rooms, or other forms of social media for non-Event related communications.
 - Verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a youth, all incidents must be documented and reported to the Event Director and the youth's parent/guardian.
 - Using abusive and derogatory language, including words commonly recognized as "cuss words."

VI. **Sexual misconduct, child abuse and neglect- REPORTING OBLIGATIONS:**

- A. Who is a minor? Anyone under the age of 18.
- A. **General Rule: If anyone has reason to believe that a minor is the victim of abuse or neglect, it is his/her duty to report it immediately. (See 10A O.S. §1-2-101(B)(1)). This reporting obligation is on the individual who suspects abuse. (See 10A O.S. §1-2-101 (B)(4)).**
- B. **The Oklahoma DHS hotline for reporting is 1-800-522-3511.**

- C. Reasonable suspicion: One does not have to know with certainty that abuse is taking place. Reasonable cause to believe or suspect that child abuse has occurred is sufficient. When in doubt, report it.

VII. Employees/Volunteers

A. Criminal and sex offender background checks:

1. You certify that each person who acts as a supervisor or who has substantial contact with youth must have successfully passed a criminal and sexual offender background check within the year preceding the Event.
2. This requirement includes parents/guardians of youth where the parent is assisting with the Event. Unless the parent has undergone the background check and executed all the forms associated with the Event as any other employee/volunteer, they may not supervise youth other than their minor at the Event.

B. Supervisor's Responsibilities:

1. You will require each Event supervisor to execute an Event Policy and Acknowledgement form.
2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with youth and that it is not acceptable.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
4. Ensure youth are aware of behavioral expectations during the Event.

VIII. Security:

- A. Ensure that you have reviewed security measures with your employees/volunteers, and they know to whom to speak to if they need help.
- B. Ensure that youth are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
- C. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers, and they have advised their youth.
- D. Injuries/Medication: Report all incidents and injuries to your Event's Head Supervisor immediately when they occur if injuries occur in an OCCC facility. DO NOT wait to see if the parents or any other person complains.
- E. Ensure the youth and their parents/guardians know where and how to report any injuries or incidents. Parents/Guardians and youth must be provided with the following numbers: Campus Police (non-emergency): 405-682-7872 and the Office of Compliance, Accountability, and Title IX at 405-682-1611 ext: 7850 to report any violations of Abuse or Sexual Misconduct.

IX. Transportation:

- A. Ensure the youth and their parents know the pick-up location if parents/guardians have missed the standard pick up times (e.g. campus police if prior arrangements were made with campus police). Ensure that youth are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.

This Form is in addition to all OCCC guidelines, policies, and procedures. If you have any questions about this document, please contact the campus Risk Management office at bstreuli@occc.edu.

I have read and agree to abide by and attest to my understanding of the above and certify my compliance. I understand that if I am also an employee or student of OCCC, failure to comply with any OCCC policies while on campus could result in termination of the event and/or privilege to hold events on OCCC's campus.

Third Party Event Supervisor:

Print Name: _____ Date: _____

Signature: _____



OKLAHOMA CITY COMMUNITY COLLEGE

ATTACHMENT C

OKLAHOMA CITY COMMUNITY COLLEGE RELEASE MINOR'S RELEASE AND ACKNOWLEDGEMENT OF RULES AND GUIDELINES

On this ____ day of _____, 20__, I certify that I am the Legal Representative of _____, hereinafter ("Minor"), and I have full authority to and do give permission for Minor to participate in _____, hereinafter ("the Event"), to be held at Oklahoma City Community College, hereinafter ("OCCC" or "College").

College and Event Rules:

I agree to abide by all College and Event rules and policies. Failure to comply with these rules or any other rule established by the Event may result in Minor's immediate removal from the Event. I waive any claim or any other contract right upon removal. I understand and agree to notify the Event supervisor immediately of any injuries Minor sustains as a result of the Event and of any inappropriate behavior Minor experiences related to the Event. I also understand and agree that if any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Event supervisor and the College's Office of Compliance, Accountability, and Title IX at 405-682-1611 ext: 7850.

Initials: _____

Talent Release:

I understand that the College often produces promotional material relating to its programs. I understand that as a participant at the Event, Minor may be included in videotapes or photographs taken during the Event. Therefore, without reservation or limitations, I, in my own behalf and on behalf of the Minor, hereby assign, transfer and grant to OCCC, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the Minor and to utilize such videotapes and photographs and Minor's name, face likeness, voice and appearance as a part of the Event, in advertising and promoting the Event or in advertising and promoting similar future events at no charge.

Initials: _____

Medical Authorization:

As parent and/or legal guardian of Minor, I hereby give consent and authorize said Event, the College and its agents, representatives and employees to secure emergency medical treatment, or to administer the use of an epi-pen, basic first aid or to ensure that medications have been taken as prescribed for Minor while Minor is in attendance at the Event held at the College and that I am responsible for any and all costs associated with the transportation and treatment. I certify that if my child has any special medical considerations, including food or other allergies, that I have

specifically communicated those in writing to the Event supervisor. I agree to return all medical information required to the Event supervisor.

Initials: _____

Transportation:

I certify and agree to follow the drop-off and pick-up schedule required by the event supervisor. I am to pick-up and drop-off Minor only at the designated places and times. Youth may not be released to anyone other than the person(s) listed on the Authorized Student Pick-up form, including a relative or someone claiming to be a relative. Proper identification of approved persons must be provided to the Event staff. If the youth is not picked up at the appropriate time, please contact the OCCC Campus Police Department. Failure to timely pick-up Minor may result in his/her immediate withdrawal from the Event. I agree to return the Authorized Student Pick-up Form by the start of the Event.

Initials: _____

Release and Waiver:

I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, hereby release, waive, forever discharge, indemnify and covenant not to sue the Board of Regents of OCCC, its officers, members, employees, volunteers, agents and representatives for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. I, for and on behalf of Minor, myself, my and Minor's personal representatives, heirs, assigns and next-of-kin, agree to hold harmless, defend and indemnify, for any and all loss, damages, claim, demand, action or right of action, arising from or by reason of any injury resulting or to result from participation in the Event. This contains the entire agreement between the parties hereto and all terms are contractual and not a mere recital. I further state that Minor and I have each carefully read the foregoing Release and Acknowledgement as his/her own free and voluntary act. I am at least eighteen years of age and sign this Release and Waiver voluntarily.

Parent/Guardian: Printed Name	Relationship	Signature	Date
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Event Name: _____

Address of Parent and/or Legal Guardian: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email Address: _____

Emergency Contact other than parent or guardian if they cannot be reached:

Contact: _____

Phone: _____