

March 4, 2015

Dear Colleagues,

Lock Haven University (University) is committed to ensuring our campus is a safe place for all individuals including children under the age of eighteen years (a minor). In support of this commitment and to ensure compliance with the Board of Governors Policy 2014-A, Protection of Minors, President Fiorentino and the Council of Trustees approved Lock Haven University's Protection of Minors Policy Handbook (Policy Handbook) on February 20, 2015. This Policy Handbook and supporting implementation forms will soon be available on the web at: http://www.lhup.edu/About/finance_administration/Human_Resources/policies.html .

The BOG Policy referenced above provides the following for all University administrators, faculty, coaches, staff, student workers, independent contractors, and volunteers: criminal background clearance checks; identification as a mandated reporter of suspected child abuse; and the registering of programs bringing minors to campus.

Effective immediately, all University sponsored programs, services, or activities for minors must be registered. You will note in the Policy Handbook there is **no requirement** to register structured academic experiences for minor matriculated and dually enrolled students, i.e. an academic course. Additionally, there are three (3) exceptions to the requirement to register a program. See exceptions on page 3 of the Policy Handbook.

An employee who has primary and direct operational responsibility for managing an University sponsored program, activity, or service for minors is identified as a program administrator as outlined in this Policy Handbook. The program administrator must register the program, activity, or service and meet specific requirements listed in the Policy Handbook at least 30 days prior to the program, activity, or service being held. The requirements of the program administrator in registering the program are detailed in the Policy Handbook and outlined in the attached checklist. After completion of all the requirements for registering a program, the program administrator should provide all paperwork to the designated registry administrator.

The registry administrator has the primary and direct operational responsibility to maintain the official registry in his/her identified program area and to ensure all program registration requirements have been met by the program administrator 30 days prior to the event. A complete listing of the registry administrators is located on page 10 of the Policy Handbook.

To assist with the implementation of this Policy Handbook, training sessions will be provided to employees during the spring 2015 academic semester. Should you have any questions, please contact Ms. Jamie Shipe, Associate Director of Human Resources and Social Equity at 570-484-2838.