

Child Protection Policy Program Registration Form

Section 1: Program/Activity Details

Name of Program/Activity: _____

Program Sponsor(s) (UAH Unit and/or Third Party Entity): _____

Program Funding (UAH Unit, Third-Party Entity, Grant, Fees): _____

Program Date(s): _____

Program Location(s): _____

Brief Description and Purpose of Program/Activity: _____

Program Contact Name: _____

Program Contact Phone Number: _____ Program Contact Email: _____

Does the program/activity involve a third party (non-UAH) entity? Yes No

Is there an established contract with the university for the use of facilities and/or resources? Yes No

Is the program/activity open to the public? Yes No

Is participant registration required? Yes No

Will participants be staying on campus overnight? Yes No

How will participants be transported to/from/during the program/activity? _____

Section 2: Determining Care and Custody of Participants and Program Staff Under Age 18

Individuals Responsible for the Care/Custody of Participants Under Age 18 During the Program/Activity:

Parents/Legal Guardians and/or Public K-12 Educational Guardians

Individuals Other Than Parents/Legal Guardians and/or Public K-12 Educational Guardians*

Individuals Responsible for the Care/Custody of Program Staff Under Age 18 During the Program/Activity:

Parents/Legal Guardians and/or Public K-12 Educational Guardians

Individuals Other Than Parents/Legal Guardians and/or Public K-12 Educational Guardians*

***Please submit a [Staff Information Form](#) along with this Program Registration Form to cpp@uah.edu.**

Section 3: Program Child:Staff Ratios

Total Number of Participants Under Age 18: _____ Total Number of Program Staff Under Age 18: _____

Age Range(s) of Participants Under Age 18 (Select All That Apply): 0-5 6-8 9-14 15-17

Total Number of Program Staff **Age 18 and Older**: _____

Section 4: Program Contact Acknowledgements

Program Contact has reviewed and understands requirements set forth in the [Child Protection Policy](#). Initial: _____

Program Contact has reviewed and understands requirements set forth in the [Mandatory Reporting of Child Abuse Policy](#), and will disseminate the reporting procedures to all program staff and volunteers. Initial: _____

Program Contact Signature: _____ Date: _____

The Program Contact must submit a fully completed Child Protection Policy Registration Form via email to the Office of Risk Management and Compliance at cpp@uah.edu before beginning to advertise or accept participant registrations, but no later than **4 weeks prior** to the start date of the activity or program.