

**Albany State University**  
**Protection of Non-student Minors on Campus**  
**Policy Acknowledgment Form**  
**For Employees, Students, & Volunteers**

Instructions: Please sign and return this form to the Albany State University Program Sponsor for your assigned activity. Please retain a copy for your personal records.

All Albany State University (ASU) employees, students, and volunteers who work in programs serving non-student minors who are reasonably anticipated to have direct contact or interaction with minor program participants are required to complete annual training each fiscal year ***before*** they begin working with minors in programs sponsored by ASU and/or hosted on ASU campuses and properties.

Affiliation (select one):       Employee                       Student                       Volunteer

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**Location of the Policy** – I acknowledge that I have been informed that the ASU Protection of Non-student Minors on Campus Policy which is available on the ASU website at: <https://www.asurams.edu/Legalaffairs/>

**Notification of Future Changes** – It is my responsibility to read and comply with the policies and procedures contained in the ASU Protection of Non-student Minors on Campus Policy. I understand that the policies and procedures contained in it may change without prior notice. I understand that notification of changes or additions to these policies and procedures will be made to employees, students, and volunteers who work in programs serving non-student minors who are reasonably anticipated to have direct contact or interaction with minor program participants. I understand that efforts will be made to communicate significant changes in a timely manner and that such revisions may supersede, modify, or eliminate existing policies, procedures and benefits. The policy may be updated from time to time, and I may be notified via e-mail, without the need to sign this form again.

**Authority of the Policy** – I understand that the purpose of this policy is to assure the appropriate supervision of non-student minors that visit ASU and to set out the appropriate procedures to be followed by non-ASU entities in order to host events which include non-student minors on property owned by or leased by ASU, or in an ASU-sponsored program at other locations. I also understand that ASU is committed to maintaining a safe environment which promotes the safety and welfare of all non-student minors that participate in programs held on our campus. I understand that ASU offers a variety of camps, clinics, and activities that bring non-student minors onto our campus. These include but are not limited to athletic camps, after school programs, science camps, music, and enrichment programs. I understand that these programs are of great educational value and serve to benefit both the institution and the larger community.

**Acknowledgement of Policy** – I hereby acknowledge that I have read the ASU Protection of Non-student Minors on Campus Policy for all Albany State University employees, students, and volunteers. I recognize and understand that this policy serves to protect the non-student minors that participate in these programs and preserve the positive impact they have on our community. I acknowledge that I will abide by the policy.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_