



EMPIRE STATE UNIVERSITY

Application to Host an Event With Children Under the Age of 17

Anyone planning an event at SUNY Empire State University that involves children under the age of 17 must fill out this form and submit it to the secretary to the vice president for administration at 2 Union Ave., Saratoga Springs, NY 12866-4390, at least three weeks prior to the event. If the event is being sponsored or hosted by SUNY Empire State University or an affiliated organization (such as the Research Foundation or the Empire State University Foundation), and the event is determined to be a covered event, the sponsoring cabinet member or dean will be asked to sign this form.

Your name _____

Today's date _____

Phone _____ Email _____

Please fully describe the proposed event. Please include: date(s) of event, event description, purpose of event, location of event, campus personnel involved (if any), SUNY Empire student involvement (if any) and proposed attendees (group, number, etc.).

Will the children under the age of 17:

be accompanied and supervised by their parents/guardians? Yes _____ No _____

be accompanied and supervised by their teacher or other group leader? Yes _____ No _____

be supervised by college personnel, personnel of a college-affiliated association, by volunteers of either, or by SUNY Empire State University students? Yes _____ No _____

be supervised by personnel, volunteers of a third party or vendor? Yes _____ No _____

Please list the names of all college personnel and students who are expected to be present at the event and are responsible for supervising the children:

Sponsoring cabinet member/dean signature _____