

Guidelines for Events Involving Minors on Campus and University Events Involving Minors

The University of Oklahoma has numerous campus locations and a variety of on and off campus events that attract minors. Third parties also host events on campus that may include minors. These guidelines are meant to serve as guidance for these valuable experiences. Please note, these guidelines may not encompass each and every encounter with a minor and should be flexible depending on the circumstances and with the approval of either a supervisor in charge of the area or facility or campus Risk Management office. The safety of minors on campus is of utmost importance to the University and these guidelines have been approved in order to provide a safe, fun, and productive educational environment.¹

For more information regarding who is a minor, reporting obligations, and applicable forms, please see the following:

Table of Contents

- I. Reporting Obligations for Sexual Misconduct, Child Abuse, and Neglect
- II. Employee Guidelines for Bringing Minors to Campus
- III. Student Guidelines for Bringing Minors to Campus
- IV. Visitor Guidelines for Bringing Minors to Campus
- V. Minors Enrolled at the University of Oklahoma
- VI. University Sponsored Events/Camps/Activities
- VII. Events Sponsored by Third Parties
- VIII. Minors on Campus in K-12 Programs, Field Trips, or Similar Types of School/Extracurricular Group Tours/Events

Form A- Third Party Events Sponsor Acknowledgment Form

Form B-University Event Guidelines and Acknowledgment Form

Form C- Release for the University of Oklahoma (University Events)

Form D- Release for the University of Oklahoma (Third Party Events)

Form E- Campus Tour Form

Form F- Volunteer Release and Confidentiality Agreement for Laboratory Activities

Form G- Volunteer Mentor Research Experience Form for Laboratory Activities

I. REPORTING OBLIGATIONS for sexual misconduct, child abuse and neglect:

- A. A minor is anyone under the age of 18.
- B. 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)).
- C. The Oklahoma Department of Human Services (DHS) hotline for reporting is 1-800-522-3511.

¹ The University Minors on Campus Committee meets annually to review these forms and guidelines. The Committee will also periodically review campus-wide issues related to these guidelines. The Committee includes representatives from the Office of Legal Counsel, the Office of Enterprise Risk Management, Athletics, the HSC Office of the Provost, and Student Affairs.

- D. Additionally, notify the campus police department, the University Sexual Misconduct Officer at 405-325-2215 or the campus Title IX Officer, and your supervisor of any suspicions.
- 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.

II. Employee Guidelines for Bringing Minors to the University

The following guidelines generally apply when bringing minor children to the workplace:

- A. Employees should obtain supervisory approval prior to bringing minors into the workplace.
- B. Minors should not be brought to work on a regular basis in lieu of childcare. Minors may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency.
- C. A parent or guardian must provide supervision at all times. Minors should not be left unattended or with other employees.
- D. Minors should not interfere with workplace activities.
- E. Minors are not allowed in high-risk areas (“High Risk Areas”), which include:
 - 1. Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas, high security areas.
 - 2. Any areas, indoors or out, containing power tools or machinery with exposed moving parts.
 - 3. University vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment;
 - 4. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
- F. Exceptions to the above restrictions on having minors in the workplace on a longer term basis or in visiting restricted High Risk Areas may be granted at the discretion of the requesting employee’s unit supervisor, manager, dean, or director, and only under the following circumstances:
 - 1. No risks of injury or illness in excess of everyday risks are present in the workplace.
 - 2. No significant disruption of the working environment of either the requesting employee or other employees will occur.
 - 3. The requesting employee signs an agreement waiving claims of liability against the University for those areas in which the employee allows the minor access. Please contact the campus Risk Management office for further guidance and a waiver form.

- G. An exception, if granted, may be revoked at any time without cause or explanation by the supervisor, manager, dean, director, or the campus Risk Management office.²

III. Student Guidelines for Bringing Minors to the University

- A. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- B. The parent or guardian should provide line of sight supervision of the minor at all times.
- C. Minors are not allowed in High Risk Areas as defined in Section II (E) above.
- D. Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave.

IV. Visitor Guidelines for Bringing Minors to the University

- A. The parent or guardian should provide line of sight supervision of minors at all times.
- B. A parent or guardian must assure that minors are not disruptive to others.
- C. Parent or guardian must not leave minors unattended, including at athletic events or other University activities.
- D. Minors are not allowed in High Risk Areas as defined in Section II (E) above.

V. Minors Enrolled at the University of Oklahoma

These guidelines do not apply to minors who are enrolled in University courses. Concurrently enrolled high school students and enrolled University students under the age of 18 are subject to all applicable University policies, including the Student Code of Rights and Responsibilities. University faculty and staff are encouraged to be aware of any student's status as a minor.

VI. University Sponsored Events/Camps/Activities³

University sponsored events, camps, or activities (collectively hereinafter referred to as "Events"), include Events that occur on campus and off campus and are managed and/or controlled by a University College or department. For all University-sponsored Events, the following general guidelines apply:

- A. Supervision:
 - 1. Head Supervisor: The sponsoring department shall designate at least one person as a Head Supervisor and provide his or her contact information to the campus Risk Management office. The Head Supervisor must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.

² The campus Risk Management office is the first point of contact for questions regarding these Guidelines.

³ These recommendations are based on excerpts from the Accreditation Standards for Camp Programs and Services. American Camp Association www.acacamps.org.

2. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.
3. The University generally requires a minimum of at least **one adult supervisor for every 12 minors**. However, depending on the age of the minors 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 campus Risk Management office.
 - a. Supervision is defined as having the minor within line of sight.
 - b. Supervisors must be at least 18 years old. Minors may not supervise other minors.
 - c. Generally, minors should not be secluded with the supervisor. Where providing individualized instruction or laboratory experience to a minor, the minor must either be accompanied by an adult or, if the instructor, acting as a supervisor, is alone with the minor, ensure they are in a location where others can see the instructor and the minor (e.g. windows, an open door) or in an area frequented by other people with no expectation of privacy (a laboratory used by other faculty or students).
 - d. Minors should use the buddy system for restroom breaks and should check in and out with the supervisor for restroom breaks.
4. Overnight Events: Where minors are staying overnight, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to the appropriate University representative. Sufficient number of supervisors must be available on the floor to be aware of activity in the rooms, in the corridors, and/or near the exits throughout the night.
5. Laboratory Activities: When minors are permitted into University laboratories as volunteers as an educational experience, the faculty member sponsoring the minor (the "Mentor") should comply with the additional requirements set forth in Forms F and G, including providing appropriate training. If the minor will be working in a laboratory involved in animal research, the faculty member must also ensure compliance with all Institutional Animal Care and Use Committee ("IACUC") policies that may be applicable. IACUC policies may be found here: <https://compliance.ouhsc.edu/iacuc/>

B. Background Checks:

1. Criminal and sex offender background checks: Each employee or volunteer who acts as a supervisor and any employee or volunteer who has substantial contact with minors must have successfully passed a criminal and sexual offender background check within the year preceding the Event. Until a successful background check is received, the employee or volunteer may not supervise or have substantial contact with minors. Background checks may be conducted through the University's Human Resources department.
2. A parent/guardian may not supervise minors other than his or her minor child unless he or she has complied with Section VI(B)(1) above.
3. Student Misconduct checks: Each University student working at the Event must have successfully completed a check through the University's Student Conduct Office within the

past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540. Successful completion of a Student Conduct Office check means that generally, a student must have no student code violations or been charged with any such violations within the past six months. Please note it takes approximately five (5) business days for the Student Conduct Office to conduct these checks. Students must also be in good standing with his/her College. Please contact the appropriate Student Dean to determine whether the student is in good standing with his/her College.

C. Transportation

1. Drop Off & Pick Up: Drop-off and pick-up schedules and locations should be supervised. Minors may not be released to anyone other than the person(s) listed on the registration form even if he/she claims to be a relative. Proper identification of approved persons must be provided to the Event staff. Parents must give permission in writing for their minor to transport himself/herself or ride with another person to and from the Event. If the minor is not picked up at the appropriate time, please contact the campus police department.
2. Transporting Minors: Only Event supervisors over the age of 21 who have completed a department of motor vehicles background check may transport minors. Motor vehicle background checks may be conducted through the University's Human Resources department. Supervisors who transport minors should avoid any situation where they would be alone in a vehicle with a minor.
3. All Event supervisors must comply with applicable laws and University policies regarding transportation and motor vehicle use.

D. Security and Safety Measures

1. Supervisors should ensure minors are identified as part of the group in a manner appropriate to the age of the participant and nature of the Event. (e.g. name tags with Event name and contact information on their person).
2. Departments should make sure all staff and Event supervisors have been briefed by the Head Supervisor regarding all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each Event, inform minors where to go or what to do if they need help. For multi-day Events, information should be provided or available each day.
3. Injuries: Report all injuries, other than minor scrapes, bumps and bruises, to the Head Supervisor immediately when they occur.
4. Hazards: All areas within supervision should be inspected 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. Any hazards should be reported directly to the Head Supervisor or facility manager.

E. Forms and Contact Information

1. Each Head Supervisor must provide contact information for the Event and all scanned copies of the executed forms, as provided below, to the campus Risk Management office prior to the event. All the scanned event forms shall be submitted together under the event name. The campus Risk Management office will maintain a digital repository of all executed forms. The University department sponsoring the event should maintain their copies of the forms for as long as they are needed.
2. The Head Supervisor shall ensure the following forms have been completed and provide scanned copies of the executed forms to the campus Risk Management office: Norman Campus programs: minorsoncampus@ou.edu or HSC Campus programs: minorsoncampus@ouhsc.edu.
 - a. Ensure each Event supervisor executes the attached Event Guidelines and Acknowledgment Form(s) in substantially the same format as **Attachment B**. Please note this may need some modification to reflect the details of a particular Event.
 - b. The parents or legal guardians of the minor attending the Event execute a Minor Release Form in substantially the same format as **Attachment C**. Again, this may need modification.

VII. Events Sponsored by Third Parties

The University's requirements for third parties to hold an Event on campus are found within the below referenced forms.

- A. Third parties may contract with the University to use University space to host events that include minors. University departments that agree to provide space should designate a departmental contact person who is responsible for communicating University requirements to the Third Party Sponsor ("Sponsor") of the Event. Sponsors shall designate a Head Supervisor who shall be responsible for ensuring adequate supervision of the minors throughout the Event and who shall be the point of contact for the University for any issues that arise during the Event.
- B. Sponsors must sign a Facilities Use Agreement, which should be provided by the University department from which the Sponsor is leasing space. If the department does not have its own Facilities Use Agreement, the department should contact the campus Risk Management office to obtain one. Facilities Use Agreements must include the cost of the leased space, the minimum insurance requirements, and liability and indemnification language protecting the University from claims that may arise out of the Event. The Facilities Use Agreement must be signed by the appropriate University representative who has signatory authority to sign such agreements.
- C. The Sponsor of the Event must execute an *Event Acknowledgment* form in substantially the same format as **Attachment A**. Please note, these may need modification to fit the specific needs of the Event or may be inapplicable depending on the situation. The University department representative should contact the campus Risk Management for assistance if needed.

1. Registered Student Organizations (RSOs) must fill out Attachment A, revised to appropriately identify the organization, or a substantially similar document.
- D. Ensure a parent or legal guardian of the minor attending the Event executes a minor's release form in substantially the same format as **Attachment D**. Again, this may need modification or may be inapplicable depending on the situation.
- E. Each Sponsor must provide contact information for the Event and submit all executed forms electronically to the campus Risk Management office prior to the event. For the Norman campus submit to: minorsoncampus@ou.edu. For HSC and Tulsa campuses, submit to: minorsoncampus@ouhsc.edu. All the event forms shall be submitted electronically together under the event name. Last second submittals are acceptable, however all efforts should be made to avoid this practice. If the event involves athletics on the Norman campus, the contact information and executed forms must be provided to the Event Management Office of the Department of Athletics. These offices will maintain all executed forms.

VIII. Minors on Campus in K-12 Programs, Field Trips, or Similar Types of School/Extracurricular Group Tours/Events

Where minors are on campus due to a field trip sponsored by a K-12 school or similarly sponsored event ("Field Trip"), the University contact must ensure a contact person for the K-12 school is identified, must obtain basic information for the event, and must advise the campus Risk Management office of all this information.

- A. The Field Trip location should be inspected either by other appropriate University officials for safety purposes, e.g. facilities management or lab supervisor where students touring lab facility.
- B. Employees in the area should be made aware of the minors' presence in the area and advised to report any issues or suspicious activity to the University contact, the campus Risk Management office, and/or DHS, campus PD, and the Sexual Misconduct Officer as appropriate.
- C. Group Tours/Field Trips. Groups that wish to tour the University campus should fill out **Attachment E** and provide it to the University department providing the tour. University departments should provide this completed form to the campus Risk Management office twenty-four (24) hours prior to the tour. For the Norman Campus submit to: minorsoncampus@ou.edu. For the HSC and Tulsa campus, submit to: minorsoncampus@ouhsc.edu.

**For use with Events sponsored by third parties.
To be completed by person in charge of sponsoring the Event.**

FORM A

THIRD PARTY EVENTS SPONSOR ACKNOWLEDGMENT FORM

- I. Event Information: Please submit a list of your Event dates and times to _____[Office].
- 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 the University 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 Attachment D. Minors may not take part in an Event without a signed release. You agree to provide the signed releases to the campus Risk Management office. For the Norman campus programs submit to: minorsoncampus@ou.edu. For the HSC campus programs, submit to minorsoncampus@ouhsc.edu.
 - B. You agree to sign a Facilities Use Agreement, which should be obtained from the University department or office with which you are working. You must ensure your insurance covers worker's compensation claims for your employees, staff and volunteers holding Events on University premises.
 - C. 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; Sexual Misconduct and Molestation Liability with minimum limits of \$1 million per occurrence/ \$2 million aggregate **is required for both day camps with a duration of 5 or more days and all overnight camps**. For state agencies covered by the Oklahoma Governmental Tort Claims Act, the OMES State Risk Management Verification of Liability Coverage Letter, evidencing their ~~proof~~ of self-insurance coverage, is sufficient to satisfy this requirement.
 - D. 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 minors 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 the University. The Head Supervisor

must ensure all minors are properly supervised and shall be the point of contact between the Event and the University.

B. Head Supervisor Contact Information: _____

C. Every minor must be supervised **AT ALL TIMES** while that minor is participating in the Event.

D. Overnight Events: For overnight events, the Head Supervisor must provide a schedule of who is on call and provide contact numbers to _____. Sufficient number of supervisors must be available on the floor to hear activity in the rooms, in the corridors, and/or near the exits throughout the night.

E. Hazards: All areas within supervision should be inspected 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. Any hazards should be reported directly to the Head Supervisor or facility manager.

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

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. Additionally, notify the campus police department at _____ and the University Sexual Misconduct Officer 405-325-2215 or the campus Title IX Officer at _____ if you are aware of or suspect abuse on the University's campuses or where abuse is committed by someone affiliated with the University.

D. 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.

E. Who is a minor? Anyone under the age of 18!

VII. Employees/Volunteers

A. Criminal and sex offender background checks:

1. You certify that each employee or volunteer who supervises minors or who will have substantial contact with minors while working at the Event will have successfully completed a criminal and sexual offender background check within one year prior to the start of the Event.

2. This requirement includes parents/guardians of minors 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 minors other than their minor at the Event.

B. Supervisor Responsibilities:

1. You will require each Event supervisor to execute an Event Guidelines and Acknowledgement form (as an example please see **Attachment B**).
2. Ensure that your employees/volunteers understand, and you have reviewed, what constitutes inappropriate contact with minors and that it is not acceptable.
3. Instruct employees/volunteers on prohibitions on abusive and derogatory language.
4. Ensure minors are aware of behavioral expectations during the Event.

VIII. Security:

1. Ensure that you have reviewed security measures with your employees/volunteers and they know to whom to speak if they need help.
2. Ensure that minors are checked-in and out by approved parents or guardians and that proper identification is reviewed and obtained each time.
3. Ensure that you have reviewed emergency evacuation measures with your employees/volunteers and they have advised their minors.
4. Ensure the minors and their parents/guardians know where and how to report any injuries or incidents. Parents/Guardians and minors must be provided with the following numbers _____ (to report any injuries) and the Sexual Misconduct Office 405-325-2215 to report any violations of the University's Sexual Misconduct policies www.ou.edu/home/misc.html committed by employees/volunteers or other camp minors.

IX. Transportation:

1. Ensure the minors 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 you have a secure pick up and drop off protocol, including only permitting parents or legal guardians to pick up minors.
2. Ensure that only Event supervisors 21 years old or older who have completed a Department of Motor Vehicles background check transport minors.

These Guidelines are in addition to all University guidelines, policies and procedures. If you have any questions about this document, please contact the campus Risk Management office.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines and certify my compliance with them. I understand that if I am also an employee or student of the

University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Print Name: _____

Date: _____

Signature: _____

For use in University sponsored event/camp/activity (“Event”). This form is NOT to be used by third party sponsored events.

This form is to be completed by all employees/volunteers who supervise minors or who have substantial contact with minors.

FORM B

Event Guidelines and Acknowledgement Form

- I. Release: **EACH** minor’s parent must sign a release. If you know of a minor that has not, please contact your supervisor with the name of the minor so a release can be obtained. If you are given a signed release, please provide that to your supervisor.

- II. Supervision and Behavior Expectations:
 - A. Every minor must be supervised by employees/volunteers during the Event. Supervision is defined as having the minors within your line of sight.

 - B. Generally, there should be a supervision ratio of at least one adult supervisor for every 12 minors. Please ask your Head Supervisor for proper ratios depending on the age of the minors and the nature of the activities.

 - C. Minors 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 minor unattended or in the care of a person that is not a supervisor.

 - E. Overnight supervisors must provide the Head Supervisor with all contact numbers. One supervisor must be “on call” and present at all times to ensure minors are secure in their rooms. Overnight supervisors may not leave the premises once minors are secure in their rooms. Head Supervisors must provide contact information to _____.

 - F. Guidelines for touching minors include the following:
 1. You may not touch a minor in any place normally covered by a bathing suit unless for clear medical reasons and then only with another adult’s supervision.
 2. You may not touch a minor against his/her will or in a way that would over-stimulate him/her.
 3. You shall not use hitting or other physical punishment as discipline.
 4. Exercise good common sense and judgment.

 - G. You may not use abusive and derogatory language, including words commonly recognized as “cuss words.”

- H. You may not engage in any behavior or conduct that is contrary to the University's mission or University policies. Please familiarize yourself with the following policies: www.judicial.ou.edu and www.ou.edu/home/misc.html.

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

- A. Who is a minor? Anyone under the age of 18!
- B. 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)).**
- C. *The Oklahoma DHS hotline for reporting is 1-800-522-3511.*
- D. Additionally, notify the campus police department at _____, the University Sexual Misconduct Officer 405-325-2215 or the campus Title IX Officer at _____, and your supervisor of any suspicions.
- 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.

IV. Background Checks:

- A. **Criminal and sex offender background checks:** You agree that you are responsible for supervising minors or will have substantial contact with minors 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 minors.
- B. **Student Misconduct checks (if applicable):** University students working the Event must have successfully completed a check through the University's Student Conduct Office within the past 6 months. Please contact the University's Director of Student Conduct at 405-325-1540 for student conduct checks. Please note this takes a minimum of five (5) business days to complete. Health Sciences Center program students must also be in good standing with their College. Please contact the appropriate Student Dean for good standing checks.

V. Transportation:

- A. You must ensure that you follow appropriate drop-off and pick-up schedules and locations. Minors 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 minor to drive themselves or ride with another person to and from the event. If the minor is not picked up at the appropriate time, please contact the campus police department at _____.
- B. You may not transport minors unless you are 21 years old or older, you are specifically authorized by your supervisor and you have completed a Department of Motor Vehicle background check. You should avoid any situation where you would be alone in a vehicle

with a minor. Motor vehicle background checks may be conducted through the University's Human Resources department at _____.

VI. Security:

- A. Make sure you have been briefed by your supervisor of all security measures in place to protect minors (including inclement weather procedures, fire and safety evacuation procedures). At the start of each day, you must inform minors 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 and to _____ if injuries occur in an OU 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.

These Guidelines are in addition to all guidelines, policies and procedures applicable to the University. If you have any questions about this document, please contact your supervisor.

I have read and agree to abide by these Guidelines and attest to my understanding of the Guidelines. I understand that if I am also an employee or student of the University, failure to comply with these Guidelines or other University policies could result in disciplinary action.

Supervisor:

Print Name: _____

Date: _____

Signature: _____

FORM C -- RELEASE FOR THE UNIVERSITY OF OKLAHOMA (UNIVERSITY EVENTS)

On this ___ day of _____, 20___, I certify that I am the Legal Representative of _____,
(Minor's Name)

hereinafter ("Minor"), of _____, _____, and I have full authority to and do give permission for Minor
(Home Town) (State)

to participate in _____, hereinafter ("the Event"), to be held at the University of Oklahoma
(name of the event)

hereinafter ("the University").

University and Event Rules. I acknowledge that I have read the University's rules stated herein or as otherwise advised at the time of the Event, and as published on the University's websites, _____ and www.ou.edu/home/misc.html and understand and agree to abide by all University 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 for refund or any other contract right upon removal. I certify that I have read and understand the Event rules and have explained said rules to Minor. I understand and agree to notify the Event supervisor _____ at _____ 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 _____ at _____ and the University's Sexual Misconduct Officer at 405-325-2215 or www.ou.edu/home/misc.html. Initials: _____

Talent Release. I understand that the University 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 The University of Oklahoma, 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 University 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 University 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. Initials: _____

Transportation. I certify and agree that I am to pick-up and drop-off Minor only at the designated places and times. Should I fail to timely pick-up Minor at the designated area, I understand he/she will be taken to _____ for pick-up. Failure to timely pick-up Minor may result in his/her immediate withdrawal from 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 the University of Oklahoma, 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

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 _____

Any questions regarding this form should be directed to the Head Supervisor [redacted] at [redacted].

ATTACHMENT D- RELEASE FOR THE UNIVERSITY OF OKLAHOMA (THIRD PARTY)

On this ___ day of _____, 20___, I certify that I am the Legal Representative of _____,
(Minor's Name)

hereinafter ("Minor"), of _____, _____, and I have full authority to and do give permission for Minor
(Home Town) (State)

to participate in _____, hereinafter ("the Event"), sponsored and hosted by
(name of event)

_____ (event sponsor) to be held at the University of Oklahoma ("the University")

_____ campus.

Notification. I understand and agree to notify the Event supervisor _____ at 405-_____ 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 _____ at 405-_____ and the University's Sexual Misconduct Officer at 405-325-2215 or www.ou.edu/home/misc.html. 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 the University of Oklahoma, 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

School/Squad Name (if applicable)

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 _____

Any questions regarding this form should be directed to the Head Supervisor _____ at 405-_____.
_____.

FORM E
MINORS ON CAMPUS GROUP VISITATION FORM

(To be used for K-12 field trips and tours)

School Name:	
School Address:	
City:	State:
Zip Code:	
Grade Level of Minors in Group:	
Total Number of Minors with Group:	
Event Description:	Event Date (s):
Event Location on Campus:	
Responsible Adult:	Cell Phone #
Title:	Email:

Prior to your campus visit, this form is to be submitted to the University point of contact in charge of coordinating with your group.

Please note that the person listed as the responsible adult for your group will need to be present on site during your campus event. In case of any unforeseen circumstances, the names and contact information for alternate responsible adults should be provided in advance of your scheduled visit.

For University Use only:

OU Department - Please submit this form to your campus Risk Management office.

Form F (OKC)

Release And Confidentiality Agreement for Laboratory Volunteers 16-17 Years of Age

This Agreement is entered into by and between, a student of _____("INSTITUTION") , individually and through his/her parent or legal guardian ("PARENT/GUARDIAN"), referred to as ("STUDENT"), and the Board of Regents of the University of Oklahoma, Health Sciences Center located at 1000 Stanton L. Young Boulevard, Oklahoma City, OK 73190, on behalf of _____("PRINCIPAL INVESTIGATOR") (together referred to as "UNIVERSITY"). This Agreement is effective on the date when executed by the last party hereto to sign below.

WITNESSETH

WHEREAS, STUDENT wishes to participate in a Research Education Opportunity with OUHSC Faculty Mentors Program ("PROGRAM"), including those activities and experiences set forth in the Volunteer-Mentor Research Experience Form and incorporated by reference herein; and

WHEREAS, UNIVERSITY and PRINCIPAL INVESTIGATOR possess and will possess certain valuable and confidential information and data ("INFORMATION") during the Research Education Opportunity with Program; and

WHEREAS, such INFORMATION is considered by UNIVERSITY and/or third parties to be confidential and to constitute a valuable asset; and

WHEREAS, UNIVERSITY is willing to disclose or permit access to ("disclose") such INFORMATION to STUDENT during STUDENT's participation in PROGRAM at the UNIVERSITY.

NOW THEREFORE, the parties agree as follows:

1. After execution of this Agreement, UNIVERSITY may disclose to STUDENT certain INFORMATION. As a condition of participation in the PROGRAM, STUDENT shall accept and hold such INFORMATION in confidence. All INFORMATION shall be considered "CONFIDENTIAL," whether communicated orally or in writing.
2. Without prior written consent of UNIVERSITY, STUDENT shall not disclose INFORMATION to any third party, permit any third party to have access to any INFORMATION, or use such INFORMATION for any purpose other than as set forth in this Agreement. Such limitation of disclosure shall pertain to, but not be limited to, disclosure for the purpose of the STUDENT's participation in the PROGRAM at the UNIVERSITY.
3. The confidentiality obligations assumed by STUDENT shall not apply to any INFORMATION that STUDENT can clearly demonstrate falls within any of the following categories:

- a. Information which was in the public domain prior to disclosure by the UNIVERSITY or which subsequently comes into the public domain through no fault of STUDENT, in either case as evidenced by documents which were generally published prior to such disclosure; or
- b. Information that STUDENT can demonstrate by means of presently existing prior written records to have been already known or within STUDENT'S legitimate possession; or
- c. Information received in good faith by STUDENT from a third party that was lawfully in possession of the information and had the unrestricted right to disclose the same; or
- d. Information that STUDENT can demonstrate by means of written records to have been independently developed by the STUDENT without the aid, application or use of the INFORMATION person(s) who have not had access to the INFORMATION; or
- e. Information that is required to be disclosed by operation of law.

STUDENT must inform UNIVERSITY immediately of and prior to any required disclosure so that UNIVERSITY may take necessary steps to protect INFORMATION.

Any developments, creations, know-how, inventions or the like made or conceived by STUDENT during the PROGRAM belong to the UNIVERSITY. UNIVERSITY also shall retain copyright to any publications and copyrightable materials resulting from work by STUDENT under this Agreement. STUDENT is not allowed to publish material related to this PROGRAM experience without UNIVERSITY's prior written approval.

4. UNIVERSITY does not make any representation or warranty regarding the accuracy or completeness of the INFORMATION. PARENT/GUARDIAN and STUDENT agree UNIVERSITY, its officers, agents, and employees shall not have any liability to STUDENT arising from the disclosure of INFORMATION under this Agreement and STUDENT and PARENT/GUARDIAN shall indemnify and hold harmless UNIVERSITY, its officers, agents, and employees from any claims arising from STUDENT's use of INFORMATION.

5. Except as specifically provided in this Agreement, no license or any other right to use or incorporate the INFORMATION is granted to STUDENT. INFORMATION disclosed by UNIVERSITY to STUDENT shall remain UNIVERSITY'S property unless otherwise agreed as provided herein, and any documents furnished to STUDENT by UNIVERSITY or any excerpts, notes or copies made therefrom containing such INFORMATION shall be promptly returned to UNIVERSITY upon termination of STUDENT' s PROGRAM at the UNIVERSITY, or sooner if requested by UNIVERSITY. Neither party shall be entitled to assign its rights hereunder without the express written consent of the other party.

6. PARENT/GUARDIAN and STUDENT acknowledge that STUDENT is taking part in PROGRAM activities of STUDENT'S own free will and own initiative. PROGRAM activities may include laboratory bench research activities and/or clinical research activities.

7. PARENT/GUARDIAN and STUDENT acknowledge that STUDENT is aware that participating in the above described PROGRAM may result in injury, including but not limited to, injury to the body, general health, and well-being. In consideration of the UNIVERSITY'S permitting STUDENT to participate and to engage in all activities related to PROGRAM, STUDENT hereby voluntarily

assumes all risks associated with these activities and agrees to waive, release, exonerate, save harmless and indemnify the UNIVERSITY, the Board of Regents, its officers, members, agents, servants and employees from any and all liability, claims, causes of actions or demand of any kind and nature whatsoever which may arise by or in connection with STUDENT'S participation in the above PROGRAM.

8. PARENT/GUARDIAN and STUDENT acknowledge that there are certain risks of physical injury or illness associated with the PROGRAM. Further, PARENT/GUARDIAN and STUDENT recognize and acknowledge the potential risks and dangers involved in such PROGRAM and its related activities including travel and transportation associated with the activity and any related field trips and other PROGRAM activities which may include personal injury, death, and/or property damage. PARENT/GUARDIAN and STUDENT acknowledge and hereby state that STUDENT'S participation in this PROGRAM is entered into as a free and voluntary act and is in no way connected with any course credit or requirements of the UNIVERSITY.

9. PARENT/GUARDIAN and STUDENT acknowledge that they have read the UNIVERSITY'S rules stated herein or as otherwise advised at the time of PROGRAM, and as published on the University's websites,

<http://ouhsc.edu/provost/FacultyHandbook.asp>, <http://staffhandbook.ou.edu/Default.aspx>, <http://www.admissions.ouhsc.edu/handbook/StudentHandbook.pdf> and www.ou.edu/home/misc.html and understand and agree that STUDENT shall abide by all University and PROGRAM rules and policies. Failure to comply with the applicable rules or any other rule established by the PROGRAM may result in STUDENT'S immediate removal from the PROGRAM. If STUDENT will be working with or near research animals, PARENT/GUARDIAN and STUDENT acknowledge that STUDENT must comply with all animal research policies and practices, specifically including the Institutional Animal Care and Use Committee's Policy 122.

10. PARENT/GUARDIAN and STUDENT recognize that UNIVERSITY does not assume responsibility or liability for - including costs and attorney's fees - any accident or injury or damage resulting from any aspect of participating in the PROGRAM. The UNIVERSITY is not liable for any special, incidental, or consequential damages arising out of or in connection with any aspect of participation in the PROGRAM.

11. PARENT/GUARDIAN and STUDENT understand that the UNIVERSITY, from time to time produces promotional material relating to its programs. PARENT/GUARDIAN and STUDENT understand that as a participant and/or a spectator at the PROGRAM that STUDENT may be included in videotapes or photographs taken during the PROGRAM. Therefore, without reservation or limitations, PARENT/GUARDIAN and STUDENT hereby assign, transfer and grant to UNIVERSITY, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the STUDENT and to utilize such videotapes and photographs and STUDENT'S name, face likeness, voice and appearance as a part of the PROGRAM, in advertising and promoting the PROGRAM or in advertising and promoting similar future events at no charge.

12. PARENT/GUARDIAN understands that UNIVERSITY is not responsible for transportation to and from the PROGRAM and further agrees that STUDENT may transport his/herself to and from the PROGRAM.

13. PARENT/GUARDIAN certifies that the above and foregoing matter has been fully explained and STUDENT, and PARENT/GUARDIAN, do hereby release all liability, indemnify and covenant not to sue as set forth in the body of the RELEASE above. Further, PARENT/GUARDIAN and STUDENT do hereby give consent and authorize said PROGRAM, UNIVERSITY and its agents, representatives and employees to secure emergency medical treatment for said STUDENT while said STUDENT is in attendance at said PROGRAM at UNIVERSITY and PARENT/GUARDIAN is responsible for any and all costs associated with the transportation and treatment.

14. PARENT/GUARDIAN will immediately report any injuries sustained by STUDENT as a result of the PROGRAM and of any inappropriate behavior experienced by STUDENT related to the PROGRAM. PARENT/GUARDIAN and STUDENT also understands and agrees that should any issues of sexual misconduct, harassment or assault occur, those will immediately be reported those to Department/Program Director _____ as well as the University's Sexual Misconduct Officer, 405-325-2215 or www.ou.edu/home/misc.html

15. PARENT/GUARDIAN and STUDENT certify that if STUDENT has any special medical considerations, including food or other allergies, those have been communicated in writing to the PROGRAM supervisor. The terms hereof shall serve as release and assumption of risk by STUDENT and PARENT/GUARDIAN for STUDENT, STUDENT'S heirs, estate, executor, administrator, assignees and all members of STUDENT'S family.

16. This Agreement contains the entire understanding between the parties with respect to the matters contemplated herein and supersedes all previous written and oral negotiations, commitments, and understandings. This Agreement cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties and making reference to this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their agents, successors and permitted assigns.

17. A valid waiver of any term or condition of this Agreement must be in writing.

18. If any court of competent jurisdiction holds any part of this Agreement to be invalid or unenforceable, the remainder of this Agreement shall remain in effect.

19. A facsimile or electronic signature by either party to this Agreement shall be sufficient to indicate acceptance of its terms and obligations.

20. This Agreement shall be governed by the laws of the state of Oklahoma, without giving force and effect to its choice of law provisions. Any legal action in connection with this agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue PARENT/GUARDIAN and STUDENT expressly agrees.

21. The undersigned represent that they are authorized to execute this Agreement and legally bind their respective parties.

22. STUDENT shall comply with the PROGRAM requirements and the policies of the UNIVERSITY at all times during the PROGRAM and be responsible for his/her own negligent and intentional acts and omissions.

As the STUDENT is a minor, this Agreement is signed by PARENT/GUARDIAN who, by signing below, accepts the terms of this Agreement for and on behalf of the STUDENT and him/herself and agrees to require STUDENT to comply with these terms. PARENT/GUARDIAN understands he/she is giving up substantial rights that they and/or the STUDENT would otherwise have to recover damages for any loss occasioned by UNIVERSITY's fault, and signs this RELEASE voluntarily and without inducement.

AGREED:

STUDENT's PARENT/LEGAL

BOARD OF REGENTS OF THE GUARDIAN
UNIVERSITY OF OKLAHOMA

Date Lisa C. Asch, MS, MPH, CRA Date Associate Director
Office of Research Administration

READ AND ACKNOWLEDGED

READ AND ACKNOWLEDGED

MINOR STUDENT Date

Program Director Date

Mentor

Date

Form F (Norman)

Release And Confidentiality Agreement for Laboratory Volunteers 16-17 Years of Age

This Agreement is entered into by and between, a student of _____ ("INSTITUTION"), individually and through his/her parent or legal guardian ("PARENT/GUARDIAN"), referred to as ("STUDENT"), and the Board of Regents of the University of Oklahoma, Norman Campus, located at 660 Parrington Oval, Norman, OK, 73069, on behalf of _____ ("PRINCIPAL INVESTIGATOR") (together referred to as "UNIVERSITY"). This Agreement is effective on the date when executed by the last party hereto to sign below.

WITNESSETH

WHEREAS, STUDENT wishes to participate in a Laboratory Mentoring Program ("PROGRAM"), including those activities and experiences set forth in the Volunteer-Mentor Research Experience Form and incorporated by reference herein; and

WHEREAS, UNIVERSITY and PRINCIPAL INVESTIGATOR possess and will possess certain valuable and confidential information and data ("INFORMATION") during the Program; and

WHEREAS, such INFORMATION is considered by UNIVERSITY and/or third parties to be confidential and to constitute a valuable asset; and

WHEREAS, UNIVERSITY is willing to disclose or permit access to ("disclose") such INFORMATION to STUDENT during STUDENT's participation in PROGRAM at the UNIVERSITY.

NOW THEREFORE, the parties agree as follows:

23. After execution of this Agreement, UNIVERSITY may disclose to STUDENT certain INFORMATION. As a condition of participation in the PROGRAM, STUDENT shall accept and hold such INFORMATION in confidence. All INFORMATION shall be considered "CONFIDENTIAL," whether communicated orally or in writing.

24. Without prior written consent of UNIVERSITY, STUDENT shall not disclose INFORMATION to any third party, permit any third party to have access to any INFORMATION, or use such INFORMATION for any purpose other than as set forth in this Agreement. Such limitation of disclosure shall pertain to, but not be limited to, disclosure for the purpose of the STUDENT's participation in the PROGRAM at the UNIVERSITY.

25. The confidentiality obligations assumed by STUDENT shall not apply to any INFORMATION that STUDENT can clearly demonstrate falls within any of the following categories:

- a. Information which was in the public domain prior to disclosure by the UNIVERSITY or which subsequently comes into the public domain through no fault of STUDENT, in either case as evidenced by documents which were generally published prior to such disclosure; or

- b. Information that STUDENT can demonstrate by means of presently existing prior written records to have been already known or within STUDENT'S legitimate possession; or
- c. Information received in good faith by STUDENT from a third party that was lawfully in possession of the information and had the unrestricted right to disclose the same; or
- d. Information that STUDENT can demonstrate by means of written records to have been independently developed by the STUDENT without the aid, application or use of the INFORMATION person(s) who have not had access to the INFORMATION; or
- e. Information that is required to be disclosed by operation of law.

STUDENT must inform UNIVERSITY immediately of and prior to any required disclosure so that UNIVERSITY may take necessary steps to protect INFORMATION.

Any developments, creations, know-how, inventions or the like made or conceived by STUDENT during the PROGRAM belong to the UNIVERSITY. UNIVERSITY also shall retain copyright to any publications and copyrightable materials resulting from work by STUDENT under this Agreement. STUDENT is not allowed to publish material related to this PROGRAM experience without UNIVERSITY's prior written approval.

26. UNIVERSITY does not make any representation or warranty regarding the accuracy or completeness of the INFORMATION. PARENT/GUARDIAN and STUDENT agree UNIVERSITY, its officers, agents, and employees shall not have any liability to STUDENT arising from the disclosure of INFORMATION under this Agreement and STUDENT and PARENT/GUARDIAN shall indemnify and hold harmless UNIVERSITY, its officers, agents, and employees from any claims arising from STUDENT's use of INFORMATION.

27. Except as specifically provided in this Agreement, no license or any other right to use or incorporate the INFORMATION is granted to STUDENT. INFORMATION disclosed by UNIVERSITY to STUDENT shall remain UNIVERSITY'S property unless otherwise agreed as provided herein, and any documents furnished to STUDENT by UNIVERSITY or any excerpts, notes or copies made therefrom containing such INFORMATION shall be promptly returned to UNIVERSITY upon termination of STUDENT's PROGRAM at the UNIVERSITY, or sooner if requested by UNIVERSITY. Neither party shall be entitled to assign its rights hereunder without the express written consent of the other party.

28. PARENT/GUARDIAN and STUDENT acknowledge that STUDENT is taking part in PROGRAM activities of STUDENT'S own free will and own initiative. PROGRAM activities may include laboratory bench research activities and/or clinical research activities.

29. PARENT/GUARDIAN and STUDENT acknowledge that STUDENT is aware that participating in the above described PROGRAM may result in injury, including but not limited to, injury to the body, general health, and well-being. In consideration of the UNIVERSITY'S permitting STUDENT to participate and to engage in all activities related to PROGRAM, STUDENT hereby voluntarily assumes all risks associated with these activities and agrees to waive, release, exonerate, save harmless and indemnify the UNIVERSITY, the Board of Regents, its officers, members, agents, servants and employees from any and all liability, claims, causes of actions or demand of any kind

and nature whatsoever which may arise by or in connection with STUDENT'S participation in the above PROGRAM.

30. PARENT/GUARDIAN and STUDENT acknowledge that there are certain risks of physical injury or illness associated with the PROGRAM. Further, PARENT/GUARDIAN and STUDENT recognize and acknowledge the potential risks and dangers involved in such PROGRAM and its related activities including travel and transportation associated with the activity and any related field trips and other PROGRAM activities which may include personal injury, death, and/or property damage. PARENT/GUARDIAN and STUDENT acknowledge and hereby state that STUDENT'S participation in this PROGRAM is entered into as a free and voluntary act and is in no way connected with any course credit or requirements of the UNIVERSITY.

31. PARENT/GUARDIAN and STUDENT acknowledge that they have read the UNIVERSITY'S rules stated herein or as otherwise advised at the time of PROGRAM, and as published on the University's websites, <https://apps.hr.ou.edu/FacultyHandbook/>, <http://staffhandbook.ou.edu/Default.aspx>, <http://www.ou.edu/studentlife/studenthandbook> and www.ou.edu/home/misc.html and understand and agree that STUDENT shall abide by all University and PROGRAM rules and policies. Failure to comply with the applicable rules or any other rule established by the PROGRAM may result in STUDENT'S immediate removal from the PROGRAM. If STUDENT will be working with or near research animals, PARENT/GUARDIAN and STUDENT acknowledge that STUDENT must comply with all animal research policies and practices, specifically including the Institutional Animal Care and Use Committee's Policy 122.

32. PARENT/GUARDIAN and STUDENT recognize that UNIVERSITY does not assume responsibility or liability for - including costs and attorney's fees - any accident or injury or damage resulting from any aspect of participating in the PROGRAM. The UNIVERSITY is not liable for any special, incidental, or consequential damages arising out of or in connection with any aspect of participation in the PROGRAM.

33. PARENT/GUARDIAN and STUDENT understand that the UNIVERSITY, from time to time produces promotional material relating to its programs. PARENT/GUARDIAN and STUDENT understand that as a participant and/or a spectator at the PROGRAM that STUDENT may be included in videotapes or photographs taken during the PROGRAM. Therefore, without reservation or limitations, PARENT/GUARDIAN and STUDENT hereby assign, transfer and grant to UNIVERSITY, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the STUDENT and to utilize such videotapes and photographs and STUDENT'S name, face likeness, voice and appearance as a part of the PROGRAM, in advertising and promoting the PROGRAM or in advertising and promoting similar future events at no charge.

34. PARENT/GUARDIAN understands that UNIVERSITY is not responsible for transportation to and from the PROGRAM and further agrees that STUDENT may transport his/herself to and from the PROGRAM.

35. PARENT/GUARDIAN certifies that the above and foregoing matter has been fully explained and STUDENT, and PARENT/GUARDIAN, do hereby release all liability, indemnify and covenant not to sue as set forth in the body of the RELEASE above. Further, PARENT/GUARDIAN and STUDENT do hereby give consent and authorize said PROGRAM, UNIVERSITY and its agents, representatives and employees to secure emergency medical treatment for said STUDENT while said STUDENT is in attendance at said PROGRAM at UNIVERSITY and PARENT/GUARDIAN is responsible for any and all costs associated with the transportation and treatment.

36. PARENT/GUARDIAN will immediately report any injuries sustained by STUDENT as a result of the PROGRAM and of any inappropriate behavior experienced by STUDENT related to the PROGRAM. PARENT/GUARDIAN and STUDENT also understands and agrees that should any issues of sexual misconduct, harassment or assault occur, those will immediately be reported those to Department/Program Director _____ as well as the University's Sexual Misconduct Officer, 405-325-2215 or www.ou.edu/home/misc.html

37. PARENT/GUARDIAN and STUDENT certify that if STUDENT has any special medical considerations, including food or other allergies, those have been communicated in writing to the PROGRAM supervisor. The terms hereof shall serve as release and assumption of risk by STUDENT and PARENT/GUARDIAN for STUDENT, STUDENT'S heirs, estate, executor, administrator, assignees and all members of STUDENT'S family.

38. This Agreement contains the entire understanding between the parties with respect to the matters contemplated herein and supersedes all previous written and oral negotiations, commitments, and understandings. This Agreement cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties and making reference to this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their agents, successors and permitted assigns.

39. A valid waiver of any term or condition of this Agreement must be in writing.

40. If any court of competent jurisdiction holds any part of this Agreement to be invalid or unenforceable, the remainder of this Agreement shall remain in effect.

41. A facsimile or electronic signature by either party to this Agreement shall be sufficient to indicate acceptance of its terms and obligations.

42. This Agreement shall be governed by the laws of the state of Oklahoma, without giving force and effect to its choice of law provisions. Any legal action in connection with this agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue PARENT/GUARDIAN and STUDENT expressly agrees.

43. The undersigned represent that they are authorized to execute this Agreement and legally bind their respective parties.

44. STUDENT shall comply with the PROGRAM requirements and the policies of the UNIVERSITY at all times during the PROGRAM and be responsible for his/her own negligent and intentional acts and omissions.

As the STUDENT is a minor, this Agreement is signed by PARENT/GUARDIAN who, by signing below, accepts the terms of this Agreement for and on behalf of the STUDENT and him/herself and agrees to require STUDENT to comply with these terms. PARENT/GUARDIAN understands he/she is giving up substantial rights that they and/or the STUDENT would otherwise have to recover damages for any loss occasioned by UNIVERSITY's fault, and signs this RELEASE voluntarily and without inducement.

AGREED:

STUDENT's PARENT/LEGAL
GUARDIAN

BOARD OF REGENTS OF THE UNIVERSITY OF
OKLAHOMA

Lisa C. Asch, MS, MPH, CRA
Associate Director
Office of Research Administration

READ AND ACKNOWLEDGED

READ AND ACKNOWLEDGED

MINOR STUDENT Date

Program Director Date

Mentor Date

Form G (OKC)
Volunteer-Mentor Research Experience Form
Biomedical Science Graduate Programs
Minor Volunteers, Ages 16-17

I, (Mentor Name) _____, in the Department of _____

agree to serve as a research mentor for (volunteer's name) _____ . The

volunteer is from (home institution name) _____ .

The age of the volunteer is _____. This mentoring relationship will begin _____ (specific start date) and end _____ (specific end date within a year of the start date).

The research will be conducted at _____ (laboratory where majority of research will be performed). The volunteer shall participate in the following activities or experiences as part of their research experience:

Volunteer Information:

Personal e-mail address _____ Date of Birth _____

Home Address _____
(Address, City, State, Zip)

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 _____

REQUIRED TRAINING:

HIPAA General Biosafety Training Fire Safety Training Laboratory Safety

PROJECT SPECIFIC TRAINING:

The **OUHSC research mentor is responsible** to determine which training is appropriate for the project and ensure the student working in their laboratory is in compliance. Mentor should maintain certificate(s) of completion:

Bloodborne Pathogens
Training

Research Animal Training

TB Training

Human Subjects

Radiation Safety

DOT Shipping

IBC Training

I understand that the volunteer should be supervised at all times while in the laboratory. I agree that any laboratory employee who is responsible for supervising the volunteer must have received a background check within the past year.⁴ Additionally, I will verify that any University student who is responsible for supervising the volunteer is in good standing with his or her College.

I understand that I must comply with all Institutional Animal Care and Use Committee (“IACUC”) policies, specifically including Policy 122, if the volunteer will be working with or near research animals.

I agree to provide the volunteer with applicable building security and emergency information, including inclement weather procedures and fire and safety evacuation procedures. Policy 122 can be found at <http://risk.ouhsc.edu/MinorsonCampus.aspx>.

I agree to oversee this volunteer’s research experience and be responsible for making certain that the volunteer receives project specific training to safely perform research activities. I agree that the volunteer will not start research activities until all of the training has been obtained.

Volunteer’s Signature _____ Date _____

Mentor’s Signature _____ Date _____

Department or Program Director’s Signature _____ Date _____

Volunteer must return the completed form to Graduate Program in Biomedical Sciences, P.O. Box 26901, BMSB 332, Oklahoma City, OK 73190, email GPIBS@ouhsc.edu. Graduate Programs shall forward a copy to the Office of Enterprise Risk Management, at MINORSONCAMPUS@ouhsc.edu

These forms have been modified for this particular program, given the age and level of education of these minors, to incorporate the applicable provisions of the University Minors on Campus Guidelines.

⁴ Minors on Campus background checks are available through Human Resources.

Form G (Norman)
Volunteer-Mentor Research Experience Form
Minor Volunteers, Ages 16-17

I, (Mentor Name) _____, in the Department of _____

agree to serve as a research mentor for (volunteer's name) _____ . The

volunteer is from (home institution name) _____ .

The age of the volunteer is _____. This mentoring relationship will begin _____ (specific start date) and end _____ (specific end date within a year of the start date).

The research will be conducted at _____ (laboratory where majority of research will be performed). The volunteer shall participate in the following activities or experiences as part of their research experience:

Volunteer Information:

Personal e-mail address _____ Date of Birth _____

Home Address _____
(Address, City, State, Zip)

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 _____

REQUIRED TRAINING:

HIPAA General Biosafety Training Fire Safety Training Laboratory Safety

PROJECT SPECIFIC TRAINING:

The **OU research mentor is responsible** to determine which training is appropriate for the project and ensure the student working in their laboratory is in compliance. Mentor should maintain certificate(s) of completion:

Bloodborne Pathogens Research Animal Training TB Training Human Subjects
Training

Radiation Safety

DOT Shipping

IBC Training

I understand that the volunteer should be supervised at all times while in the laboratory. I agree that any laboratory employee who is responsible for supervising the volunteer must have received a background check within the past year.⁵ Additionally, I will verify that any University student who is responsible for supervising the volunteer is in good standing with his or her College.

I understand that I must comply with all Institutional Animal Care and Use Committee (“IACUC”) policies, specifically including Policy 122, if the volunteer will be working with or near research animals.

I agree to provide the volunteer with applicable building security and emergency information, including inclement weather procedures and fire and safety evacuation procedures. Policy 122 can be found at <http://www.ou.edu/web/landing/policy>.

I agree to oversee this volunteer’s research experience and be responsible for making certain that the volunteer receives project specific training to safely perform research activities. I agree that the volunteer will not start research activities until all of the training has been obtained.

Volunteer’s Signature _____ Date _____

Mentor’s Signature _____ Date _____

Department or Program Director’s Signature _____ Date _____

Volunteer must return the completed form to the Risk Management office, at MINORSONCAMPUS@ou.edu

These forms have been modified for this particular program, given the age and level of education of these minors, to incorporate the applicable provisions of the University Minors on Campus Guidelines.

⁵ Minors on Campus background checks are available through Human Resources.