

## PROTECTION OF MINORS EVENT AND PROGRAM REGISTRATION MANUAL

*Guidance for Organizers Hosting Events or Programs Involving Minors at Montgomery College*

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### I. Introduction

Montgomery College (hereinafter referred to as “MC” or “College”) is committed to providing a safe environment for minors participating in College and non-College sponsored activities, events and programs on our campuses. Creating a positive environment that promotes the health, wellness, safety and security of youth is of utmost importance to the College. As such, this manual serves as a guide for organizers to ensure compliance with MC’s [Protection of Minors Policy and Procedures \(75005\)](#).

If your event or program involves minors, whether it is sponsored by the College or an external organization, you **must** complete the Protection of Minors Event and Program Registration Form before hosting it.

Please refer to this manual as you complete the form.

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### II. Definitions

**Authorized Adults** are individuals who have satisfied the following: completed background screening as specified; completed child abuse course; and listed on the Program Registration form as an individual responsible for supervision. Protection of Minors Procedure [75005CP](#), Section II.A.

**Criminal Justice Information Services (CJIS) Screening** is the process of ensuring that College employees (through fingerprint-based background checks) working with minors do not have disqualifying criminal backgrounds that could pose a safety risk.

**Event** is a single occurrence or gathering, often short-term, such as a competition, workshop, seminar, etc.

**Program** is a structured series of activities or events with a common theme, often recurring or ongoing, such as a summer camp, swimming camp, mentoring program, etc.

**Responsible Adults** are non-College individuals who have custody and supervision of minors during a youth-serving event or program.

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### III. What Type of Events and Programs Require Registration?

#### Events and Programs that Require Registration

✓ College-Sponsored Event: Any youth-serving event or program held on the College's campus where minors are in the immediate care, custody and supervision of the College, including staff and faculty.

✓ Non-College Sponsored Event: Any youth-serving event or program held on the College's campus where minors are in the immediate care, custody and supervision of the sponsoring organization's staff, designated representatives and parents/guardians.

- External organizers are subject to additional youth protection requirements only if their event or program exceeds one day. Please see Section IV (Step 4) for details.
- Internal organizers are subject to CJIS screening even for one-day events.

✓ Any youth-serving event or program held on College property that is not open to the general public.

✓ Montgomery College's study abroad programs that include minors.

#### Exemptions from Registration

✗ Events open to the general public. Examples include, but are not limited to, Rockville Science Day, festivals and fairs.

✗ High school outreach and recruitment functions, including campus tours.

✗ Events that are part of an MC credit or noncredit class.

✗ Youth Programs operating through the College's educational programs

If you are unsure whether your event or program requires registration, please contact the College's Youth Protection Coordinator at [protectionofminors@montgomerycollege.edu](mailto:protectionofminors@montgomerycollege.edu) for guidance.

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#### **IV. How to Complete the Registration Form**

The registration form, along with all required accompanying materials, must be fully completed and submitted at least 30 days in advance of the event or program. Failure to do so may result in denial of your event or program.

Below is a step-by-step guide for completing the form:

**Step 1: Is this a Public Event?** If the event is open to the general public, registration is not required.

#### **Step 2: Event/Program Information.**

- Enter the official event or program title and the name of the hosting organization.
- Provide a high-level overview of the event or program.
- Upload any promotional materials and/or supporting documentation.
- **For external organizers only.** If an MC department is involved, provide the name of the department and contact person.

**Step 3: Single Gender Events or Programs.** With limited exceptions, due to Title IX regulations, Montgomery College is prohibited from sponsoring single gender events or programs because MC receives federal funds. If this event or program is focused on a single gender (and is marketed as such), the Youth Protection Coordinator must work with the MC point of contact to determine whether any of the limited exceptions apply.

**Step 4: Date(s) and Time(s).** Indicate event or program dates and times.

Additionally, Montgomery College requires a background certification from external organizers for events and programs occurring over the course of multiple days. If this applies to your event or program, please complete the [Background Certification](#) and submit it to the Youth Protection Coordinator at [protectionofminors@montgomerycollege.edu](mailto:protectionofminors@montgomerycollege.edu) after you submit the registration form.

**Step 5: Location and Facilities.** List all MC campuses and room/venue that will be used.

**Step 6: Primary Contact.** Provide the name, title, department, phone number, and email of the organizer.

#### **Step 7: Participants and Ratio Standards.**

- a. **Participants and Age Demographics.** Indicate whether minors (individuals under age 18) will be present at your event or program. If minors will be in attendance, provide an

estimate of the total number expected and complete the age breakdown by indicating how many participants fall within each of the following age ranges:

- 4–5 years old
- 6–8 years old
- 9–14 years old
- 15–17 years old

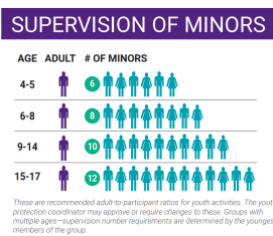
**b. Responsible Adults.** List the total number of Responsible Adults who will be present.

**c. Ratio Standards.** Maintaining the appropriate adult-to-minor supervision ratio is important for ensuring the safety and well-being of all minors occupying any of the College’s campuses. Appropriate supervision helps to prevent accidents, ensures immediate response in case of emergencies and reduces the risk of inappropriate behavior. Organizers must adhere to the College’s supervision standards to create a safe environment for all minors.

Organizers must provide an estimated number of minors and the corresponding age demographic.

Supervision ratios vary according to the age group. For groups with multiple ages, the supervision requirements are determined by the youngest members of the group.

Below are recommended adult-to-minor ratio guidelines for youth activities:



**Step 8: Supervision.**

**a. Supervision.** Proper supervision is critical as it directly affects risk management. Organizers must clearly designate **by name** who will be responsible for supervising minors during the event or program. This may include staff, parents/guardians, other designated representatives of the sponsoring organization, or a combination of these individuals.

If parents/guardians are responsible for supervising their minors, the organizer must clearly communicate their supervision responsibilities. This communication can be provided through promotional materials, emails or other appropriate methods.

**For Montgomery College employees.** (1) Employees supervising minors must be CJIS-screened and complete the Protection of Minors online training. Late submission of employee names may result in disqualification of those employees from participating in the youth-serving program (2) If student workers are involved in a youth-serving event or program, it must be structured to ensure they don't have unsupervised access to the minors in attendance. They must always be in the presence of an MC employee who has completed the required background clearances.

**Step 9: High-Risk Activities.** Certain activities pose a higher level of risk to minors and require additional safeguards to ensure their safety and well-being. The College has identified specific high-risk activities, which include the following:

- Activities involving minors working in laboratories (i.e., computer labs, cybersecurity lab, planetarium, etc.)
- Internet Access
- Changing Clothes
- Showering
- Swimming
- Transporting Minors

If your event or program involves any of these activities (or a high-risk activity not listed on the form), select "Other" and describe that high-risk activity.

Organizers are responsible for implementing appropriate safety measures to mitigate potential risks. Failure to establish appropriate safety measures for high-risk activities may result in registration denial.

**Step 10: One-on-One Contact.** Events and programs need to be structured to prevent one-on-one interactions between adults and minors in private or non-observable spaces. The goal is to ensure that minors are never alone with an adult in areas that are not readily visible to others. You must indicate whether your program design meets this requirement.

**Step 11: Certify Compliance & Submit.** The organizer (or their designee) must type their name on the form to certify compliance with the College's [Protection of Minors Policies and Procedures 75005](#).

**Questions.** Please contact the College's Youth Protection Coordinator at [protectionofminors@montgomerycollege.edu](mailto:protectionofminors@montgomerycollege.edu) if you have any questions.