

**Clarion University of Pennsylvania**  
**External Organization Clearance and Code of Conduct Verification**  
**Chaperone or Legal Guardian**

Name of Program: \_\_\_\_\_

Program Director: \_\_\_\_\_

Dates of Program: \_\_\_\_\_

Contact Information:

Name of Employer/Organization: \_\_\_\_\_

Authorized Employer Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

The following persons are associated with our organization and/or program and will be present on Clarion University property during the operation of the above program. These individuals are to be acting in the capacity of chaperone or legal guardian for minors who are under the legal guardianship of the above organization. The individuals below have provided the appropriate clearances that are required by our organization and have been trained as a Mandated Reporter.

Full Name	Contact Number


Supervision Ratio - one staff for every twelve participants (ages 6- 17). No one under age of 6 without parent or legal guardian.

By signing this form, I swear and affirm under penalty of law that the statements made in this form are true, correct and complete understand that false statements herein shall subject me to criminal prosecution under 18 Pa.CS. §4904, relating to unsworn falsification to authorities. Any concerns of staff that are raised from clearances or other resources, prior or during the program dates, are to be brought to the attention of Clarion University through the Conference and Events staff. All members have received and read Clarion University's code of Conduct.

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Authorized Employer Representative

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Date

## Clarion University Authorized Adults or Program Staff Code of Conduct

Authorized adults or program staff should be positive role models for minors and act in a responsible manner that is consistent with the mission of Clarion University. Authorized adults or program staff are required to comply with all applicable laws and PASSHE Board of Governors' and Clarion University policies. Authorized adults or program staff working in programs covered by this policy must follow these expectations.

- A. Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material with minors or assist in any way to provide access to such material to minors.
- B. Do not engage or allow minors to engage you in romantic or sexual conversations or related matters. Similarly, do not treat minors as confidantes; refrain from sharing sensitive personal information about yourself. Examples of sensitive personal information that should not be shared with minors are information about financial challenges, workplace challenges, drug or alcohol use, and romantic relationships.
- C. Do not touch minors in a manner that a reasonable person could interpret as inappropriate. All personal contact should generally only be in the open, and in response to the minor's needs for a purpose that is consistent with the program's mission and culture, or for a clear educational, developmental, or health-related purpose (e.g., treatment of injury). Any refusal or resistance from the minor should be respected.
- D. Do not use harassing language that would violate Board of Governors' Policy 2009-03: Social Equity, or university harassment policies.
- E. Do not be alone with a minor. If one-on-one contact is required, meet in open, well-illuminated spaces or rooms with windows observable by other authorized adults or program staff, unless the one-on-one contact is expressly authorized by the program administrator or is being undertaken for medical care.
- F. Do not meet with minors outside of established times for program activities. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
- G. Do not invite individual minors to your home or other private locations. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
- H. Do not provide gifts to minors or their families independent of items provided by the program.
- I. Do not engage or communicate with minors except for an educational or programmatic purpose; the content of the communication must be consistent with the mission of the program and the university.