



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Programs Serving Minors on Campus Policy
Department/Organization	Continuing and Professional Education
Policy Editor	Dr. Ric Calhoun
Request Type	New ☐ Amended/Edited ☒ Removed ☐ Reviewed Only ☐

OBJECTIVE (Briefly state your purpose.)

University System of Georgia (USG) institutions periodically conduct, sponsor or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs and activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

CPE Director, Simonia Blassingame, attended USG Programs Serving Minors Workshop March 3 - 4, 2022; USG BOR 6.9 Programs Serving Minors Policy; USG BOR 6.14.2; USG BPM 16.8.2 implementing Procedures for Programs Serving Non-Student Minors; Everfi Protecting Youth Training; O.C.G.A. §19-7-5 - Reporting of child abuse; O.C.G.A. §39-1-1 - Age of Legal majority; American Camp Association (acacamps.org); Everfi Protecting Youth Training

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

The policy will be posted to Academic Affairs Policy webpage. Continuing and Professional Education will continue to require that employees, coaches, and staff working with minors complete Everfi Protecting Youth training. Reminders about the policy and required training will be announced each term via campus announcements.

Authorizations

Chair/Dean/or Supervisor Signature and Date:

Rictor L. Calhoun
Digitally signed by Rictor L. Calhoun
Date: 2022.09.27 14:42:18 -04'00'

Cabinet Sponsor (VP) Signature and Date:

9.28.22

President Signature and Date:

9.29.22

*Policy Template must be submitted with this form.



POLICY TEMPLATE

A separate "Policy Approval/Review Form" must be included with any policy submissions to Cabinet.

Policy Name:	Programs Serving Minors on Campus			
Responsible Cabinet Member:	Dr. Joanne Ardovini	New		
Responsible Office:	Continuing and Professional Education	Amendment/Revision	X	
Contact:	Dr. Ric Calhoun	Review Only		

1. Policy Statement

University System of Georgia (USG) institutions periodically conduct, sponsor or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs and activities. Employees and volunteers conducting activities that include minors associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained.

2. Reason for Policy

To ensure that employees and volunteers conducting activities that include minors who are reasonably anticipated to have direct contact or interaction with minor program participants are pre-screened and properly trained to work directly with minors.

3. Who Should Read this Policy

All Faculty and Staff who host events involving minors (i.e, coaching staff for showcases, instructors for workshops)

4. Resources

Everfi Protecting Youth Training
USG BOR 6.9 Programs Serving Minors Policy
USG BOR 6.14.2 Use of Institutional Facilities and Property By Unaffiliated Outside Parties
USG BPM 16.5.2 Implementing Procedures for Programs Serving Non-Student Minors
O.C.G.A. §19-7-5 - Reporting of child abuse
O.C.G.A. §39-1-1 - Age of Legal majority
American Camp Association (acaacamps.org)

5. Definitions

Mandatory Reporter: Any person who is required by Georgia law (O.C.G.A. §19-7-5) to report suspected child abuse to the appropriate authorities. Mandatory Reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to Minors.

Minor: Any person under 18 years of age (O.C.G.A. §39-1-1).



6. The Policy (or "See Attached")

The policy is in the attached document entitled:
"Minors on Campus Complete Policy Manual - September 2022.pdf"



**GORDON
STATE COLLEGE**

Policy for programs serving Minors on Campus

GORDON STATE COLLEGE

**Department of
Continuing and Professional Education**

Revised 3.19.2024

GORDON STATE COLLEGE MINORS ON CAMPUS – POLICY & PROCEDURES

BOARD OF REGENTS POLICY MANUAL 6.9

University System of Georgia (USG) institutions periodically conduct, sponsor, or host programs designed to serve minors who are not enrolled as students, including but not limited to camps, clinics, after school programs, and activities. Employees and volunteers associated with these programs who are reasonably anticipated to have direct contact or interaction with minor program participants must be appropriately pre-screened and trained. Institution presidents shall establish institution-level procedures to implement this policy and related directives from the USG.

USG – IMPLEMENTING PROCEDURES

In accordance with Board of Regents Policy 6.9 Programs Serving Minors, each institution is required to establish procedures to implement the requirements of this policy. The following threshold requirements should be included in each institution's procedures:

1. **Code of Conduct:** Each institution must maintain a Code of Conduct for program staff and volunteers that addresses appropriate behavior and prohibited conduct when interacting with minors. This code should include the general prohibition against being alone with minors.
2. **Program Registration:** Each institution must maintain a registry of authorized programs.
3. **Program Requirements:** Prior to being authorized, programs must have properly considered the following: training requirements, proper screening and background checks of staff and volunteers, supervision ratios, safety and security planning, response protocols for injury, illness, participant misconduct, and staff misconduct, transportation needs, housing needs, participation requirement forms, and licensing requirements of state and federal agencies.
4. **Training:** Each institution should maintain a training program that addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and Staff Code of Conduct.
5. **Screening & Background Investigations:** Institutions should conduct background investigations and appropriate screening of all staff and volunteers working in programs for non-student minors in accordance with the USG Human Resources Administrative Practice Manual. Personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, to include in-person interviews and reference checks.
6. **Facility Use Agreement / License Agreement:** Institutions licensing, leasing, or allowing the use of institutional facilities by non-USG entities for programs serving non-student minors must include language in a binding written agreement requiring the non-USG entity to comply with institutional policies on background checks, training and minimum insurance requirements. In accordance with [Board of Regents Policy 6.14.2](#), the form used for such agreements must be USG-approved.

GORDON STATE COLLEGE - POLICY

Gordon State College is committed to providing a safe and healthy environment for all who participate in programs and activities on campus or otherwise affiliated with the College. There are a variety of opportunities available for minor children, including academic camps, athletic camps, after-school programs, work or activities under the supervision of an individual faculty member, enrichment classes, and other activities. These programs and activities are integral to the college's mission of community outreach and provide a benefit to both the college and the larger community. This Policy recognizes the special duty of care and supervision when working with minors and sets forth operational requirements to enhance the protection of minors.

GORDON STATE COLLEGE
MINORS ON CAMPUS – POLICY & PROCEDURES

DEFINITIONS

Mandatory Reporter: Any person who is required by Georgia law (O.C.G.A. §19-7-5) to report suspected child abuse to the appropriate authorities. Mandatory Reporters include but are not limited to faculty/teachers, administrators, counselors, social workers, psychologists, law enforcement personnel, and other persons who participate in providing care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to Minors.

Minor: Any person under 18 years of age (O.C.G.A. §39-1-1). **Program/Activity:** Any academic, admissions, athletic, educational, service, leadership, or recreational program serving one or more Minors, including, but not limited to, camps, clinics, conferences, workshops, tutoring, mentoring, group lessons, seminars, competitions, internships or experiential learning, conducting or viewing research, pre- enrollment visits, after-school programs, or other enrichment opportunities.

Program/Activity Administrator: Any individual who has primary and direct operational responsibility for the overall content and execution of a Program/Activity and who serves as the primary point of contact.

Program/Activity Staff: Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with Minors involved in Programs/Activities. This includes, but is not limited to, college administrators, faculty, staff, students, volunteers, and third parties when operating a Program/Activity.

Third Party: An individual, organization, or entity external to the college, to which the college allows use of its facilities to operate a Program/Activity. **Sponsoring Unit:** Any department or unit of the college that offers a Program/Activity.

Sponsoring Unit: Any department or unit of the college that offers a Program/Activity.

College Facility: A building, structure, classroom, research or teaching laboratory, outdoor area, grounds, or athletic venue owned, leased, or controlled by the college, or used in connection with any Program/Activity.

REPORTING HARM TO MINORS

Any Authorized Adult Program Staff or any other Mandatory Reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred, shall immediately report the suspected abuse to the campus police department and the appropriate supervisor or Program Administrator who can take immediate action. It is further expected that any other GSC employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse. GSC will ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

Emergencies: In case of an emergency, one should immediately call Campus Police at 678-359-5111.

All Other Reports of Known or Suspected Abuse or Neglect of Minors: Anyone participating in a college run or affiliated program or activity involving minors or a non-college program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected, or has other concerns about the safety of minors MUST inform the Title IX Coordinator:

GORDON STATE COLLEGE
MINORS ON CAMPUS – POLICY & PROCEDURES

Tonya Johnson

Director for Human Resources

Title IX Coordinator

tonyaj@gordonstate.edu

678-359-5571

- 1) **CODE OF CONDUCT:** Gordon State College (GSC) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all GSC and University System of Georgia policies and state and federal law. The BOR policy for 6.9 with GSC implementation programs include: summer camps, athletic expos and tournaments, afterschool activities and all GSC planned activities for minors. The programs do not include campus tours, event spectators nor general visits to the campus.
 - a) The Continuing & Professional Education (CPE) Director shall require every staff and volunteer to affirm adherence to the code of conduct in writing, using the form in Appendix A for YOUTH PROGRAMS FOR MINORS, STAFF & VOLUNTEER CODE OF CONDUCT.
- 2) **PROGRAM REGISTRATION:** 2002-2023, the registration for all classes and camps is prepared utilizing the ACEware System, Inc. A registry of all programs is maintained within this system. In 2023, we transitioned to the CampusCE system as our new software registration from. A registry of programs are now being maintained in this new system.
<https://www.campusce.net/gordonstateadmin/SignInStandard.aspx>
- 3) **PROGRAM REQUIREMENTS FOR STAFF & VOLUNTEERS:** GSC maintains a checklist that is utilized to ensure all programs serving minors follow established procedures. This checklist is attached as **Appendix B, YOUTH PROGRAMS FOR MINORS CHECKLIST**. Among the issues addressed in this checklist are:
 - a) **Training requirements.** All staff and volunteers must complete training in order to work in any GSC program serving minors. This training includes safety, appropriate crisis response, Title IX and other requirements which are found in more detail in **Appendix B**. Annual training for all authorized adults must be completed prior to the start of the youth program.
 - b) **Proper screening and background checks of staff and volunteers.** All CPE staff, including student workers and volunteers, are required to have criminal background checks during the hiring process. When camp counselors/consultants are only paid once via the Bursar's office and not through HR, the background screening must be cleared prior to any participation with the program. Volunteers must also complete a background screening before participation. Coaches and athletic staff must also ensure that their volunteers adhere to this policy. All staff are interviewed by the CPE Director and recommendations are sought from references regarding applicants following the existing protocols of the GSC Human Resources Department.
 - c) **Supervision.** Each minor participant must always be supervised by at least two authorized adults. The number of adults required for any activities involving minors will be determined based on the scope and nature of the activities involved. For any activities involving minors, CPE staff will refer to published recommendations from the American Camp Association at acacamps.org to help in determining the necessary supervision required.
 - d) **Safety and Security Planning.** GSC maintains a General Emergency Response Plan and all employees are aware of this plan. This is also part of the training for all staff working with minors.

GORDON STATE COLLEGE
MINORS ON CAMPUS – POLICY & PROCEDURES

Offices, classrooms and other facilities contain posted evacuation procedures for a variety of situations. GSC Public Safety is aware of all programs for external audiences on campus and is part of the camp training. Additionally, contact information and pick-up information is secured from the parent or guardian of each minor child to ensure that the child is not released to anyone other than the person designated and communication with the adult caregiver is readily available.

- e) **Response protocols for injury, illness, participant misconduct and staff misconduct:** There is no hospital or emergency treatment center in Barnesville, therefore our campus 511 (campus phone)/community 911 system is utilized to address any medical emergency through first responders. Staff members should also download the LiveSafe mobile application. Staff members are trained to treat minor first-aid (non-allergic bee stings, scrapes requiring Band-Aids, etc.).
 - i) **Appendix A, STAFF & VOLUNTEER CODE OF CONDUCT**, states that failure to abide by this Code of Conduct may result in sanctions against the staff person, including but not limited to, termination and/or criminal prosecution.
 - ii) Standards of conduct for participants is described in the [JUNIOR HIGHLANDER HANDBOOK](https://www.gordonstate.edu/documents/departments/community-education/parent-handbook-only-2022.pdf) (<https://www.gordonstate.edu/documents/departments/community-education/parent-handbook-only-2022.pdf>). On page 4, #3, it states: Parents of children whose behavior disrupts the camp will be given one warning. If disruptive behavior persists, the child will be dismissed from the camp without a refund. Violent behavior will not be tolerated and the child will be dismissed from the camp immediately without a refund.
- f) **Transportation needs.** When required, the Gordon transportation will be scheduled by CPE through Facilities. Only Gordon employees licensed and certified to drive Gordon vehicles may provide transportation to any camp or class.
- g) **Housing needs.** Each residence hall is to have a Residence Director (RD) or Community Assistant (CA) on duty from 9:00 pm until 7:00 am each night. A contract agreement will be arranged between CPE and the RD or CA stating the requirements expected while on duty.
- h) **Licensing Requirements, state and federal agencies:** GSC adheres to all state requirements for licensing. All programs for minors are in compliance with such licenses as required and are documented through the Human Resources Department of GSC.
- i) **Training.** As outlined in 3A above, GSC conducts training for all staff and volunteers for programs involving minors.
- j) **Screened Background.** Likewise as reported in 3B, GSC conducts screening of all staff involved in programs serving minors with attention giving to the time of the background check. All current employees are required to report convictions to the Human Resources Department within 24 hours of conviction in accordance with the Human Resources Administrative Practice Manual – General Requirements.
- k) **Mandatory Reporting of Child Abuse Policy.** All GSC employees and volunteers are considered mandatory reporters of abuse to minors under Georgia state law, [Georgia Code Section 19-7-5](#), **Appendix C.**
 - i) All GSC employees and volunteers acting in the course of their employment or service to GSC, whether or not they work directly with minor, must **immediately** report any reasonable suspicion or knowledge of abuse to minors, including inappropriate touching, sexual or physical abuse, or neglect to: GSC Public Safety **and** designated Title IX coordinator.
 - ii) Georgia has prescribed statewide reporting process through the Division of Family and Children Services (DFCS). GSC Public Safety will navigate the DFCS system for

GORDON STATE COLLEGE
MINORS ON CAMPUS – POLICY & PROCEDURES

those reporting, after being given as much specific information as possible for the DFCS report.

- 4) **PARTICIPATION REQUIREMENTS.** Upon registration, each parent/guardian receives a JUNIOR HIGHLANDER HANDBOOK which includes the following information:

- i) Camp dates
- ii) Registration and refund information
- iii) Rules and regulation for campers and parents
- iv) Sign-In and sign-out information
- v) Camp details and “what to bring & how to dress”
- vi) Campus map

In addition, the following mandatory forms are to be completed prior to the start of camp. Junior Highlander forms are located at <https://www2.gordonstate.edu/machform/view.php?id=54972%20>

- i) YOUTH PROGRAMS FOR MINORS PARTICIPANT CODE OF CONDUCT
- ii) PROGRAMS SERVICE MINORS – PICK UP AUTHORIZATION
- iii) MEDICAL INFORMATION FORM & AUTHORIZATION FOR MEDICAL CARE
- iv) WAIVER OF LIABILITY
- v) PHOTO RELEASE

- 5) **FACILITY USAGE / THIRD PARTY SPONSORED EVENTS.** Gordon State College does open its campus to non-college third parties to use its facilities. All non-college groups with minors agree to ensure the safety and protection of program participants and to establish protocols for reporting injuries, staff misconduct, participant misconduct, and processes for secure pickup and drop-off of program participants. One month prior to the third party event, each group is to provide a copy of their Certificate of Liability Insurance in the amount of one million dollars. In addition, the THIRD-PARTY USAGE AGREEMENT, **Appendix D**, is signed and copied for each party involved. The agreement insures the third parties understand they are to:

- i) Have the primary responsibility for oversight of minors on campus
- ii) Have parental or guardian waivers and/or releases for all minors
- iii) Adhere to the college’s minors on campus policy

- 6) **Applicability of the Policy.** This policy applies to all employees and volunteers involved in programs that involve minors, as well as third-party youth programs hosted by Gordon State College. This policy does not apply to:

- i) events that are open to the general public and that minors may attend at the sole discretion of their parents or guardians;
- ii) Human Subjects Review Board supervised research activities;
- iii) school field trips, campus visits, or other events where minors remain under the care or control of another entity such as parents, teachers, coaches, or guardians;
- iv) campus orientations for admitted students and campus tours for potential students;
- v) or other programs as may be designated from time-to-time by the appropriate institution official as exempted from these procedures or specific provision(s) of these procedures after approval has been obtained in advance and in writing from the USG Office of Internal Audit and Compliance

YOUTH PROGRAMS FOR MINORS

STAFF & VOLUNTEER CODE OF CONDUCT

The University System of Georgia (USG) is committed to the safety and well-being of minors. Authorized staff and volunteers should be positive role models and treat others with respect, courtesy and dignity. Authorized staff and volunteers must abide by all USG policies and state and federal law.

As an authorized staff or volunteer working in programs for minors, I hereby agree as follows:

- I will maintain appropriate physical boundaries at all times.
- I will immediately report any reasonable suspicion or knowledge of abuse of a minor to the institution police department and the appropriate supervisor or program director who can take immediate action.
- I will not touch or speak to a minor in a sexual or other inappropriate manner.
- If one-on-one interaction is required it will take place in an open, well-illuminated space where I am observable by other volunteers or program staff.
- I will not meet with minors outside of established program locations or outside of established times.
- I will not invite minors to my home or other private location or accept their invitations for the same.
- I will not make sexual comments, tell sexual jokes or allow minors to access sexually explicit materials.
- I will not engage or allow minors to engage me in romantic or sexual conversations.
- I will not engage in private communications with minors to include communications via text messaging, e-mail, phone, internet chat, on-line games or other forms of social media.
- I will not accept or give gifts to minors without the knowledge of their parents or guardians.
- I will not inflict any physical or emotional abuse on minors to include, but not limited to striking, humiliating, ridiculing, or degrading minors.
- I will not use, possess or be under the influence of alcohol or illegal drugs at any time while working with minors.
- I will not provide or knowingly allow minors to possess or consume alcohol, tobacco, or illegal drugs.
- I will not use profanity, vulgarity, or harassing language in the presence of minors at any time.
- I will not provide transportation to minors unless doing so is an acknowledged component of the program. When transporting minors, more than one volunteer or program staff must be present in the vehicle, except when multiple children/teens will be in the vehicle at all times through the transportation.

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in sanctions against me, including but not limited to, termination and/or criminal prosecution.

Name

Date

Sponsoring Department

Appendix B

YOUTH PROGRAMS FOR MINORS CHECKLIST

All planned activities are consistent with the institution's mission.

Each camp has a designated camp director.

Safety & Security planning

- Background checks on volunteers, staff and student workers;
- Policies / rules in place for participant, volunteer and staff conduct;
- Appropriate camp-to-counselor ratio provided (consideration of age & activity);
- Guest visitation protocols in place;
- Check-in & check-out procedures in place;
- Inclement weather protocols in place;
- Established protocol for injury or illness;
- Protocol for reporting and responding to participant, staff or volunteer misconduct (including mandatory reporting);
- Emergency notification procedures in place;
- Inspection of facilities to be used.

Appropriate Forms & Waivers

- Parental consent & release of liability;
- Medical information & release;
- Sports physical, as appropriate;
- Authorization to administer medications;
 - Over the counter medication
 - Self-administration of prescription medication
- Media release;
- Pick-up authorization;
- Health insurance information has been obtained.

Training for Staff, Volunteers & Counselors

- Safety & security protocols are reviewed;
- Emergency response protocols are reviewed;
- Reporting and responding to incidents of misconduct protocols reviewed;
- Participant conduct management and disciplinary procedures reviewed;
- Detecting and reporting abuse or neglect training conducted;
- Process for reporting of injury or illness;
- First aid & CPR;
- Institution policies / code of conduct;
- Orientation planned for participants to review rules and reporting procedures.

Facility Usage, Insurance & 3rd Parties

- Facilities have been reserved and there are no scheduling conflicts;
- Appropriate forms completed;
- Certifications from 3rd party camps that items on checklist are being done;
- Appropriate insurance obtained.
 - General liability
 - Other insurance as appropriate

Transportation

- Transportation needs have been identified;
- Authorized vehicles and drivers have been arranged.

Camp Employment

- Institution employees educated on proper use of leave;
- Structured volunteer program is in place.

Appendix C

O.C.G.A. § 19-7-5

TITLE 19. DOMESTIC RELATIONS
CHAPTER 7. PARENT AND CHILD RELATIONSHIP GENERALLY
ARTICLE 1. GENERAL PROVISIONS

O.C.G.A. § 19-7-5 (2016)

§ 19-7-5. Reporting of child abuse; when mandated or authorized; content of report; to whom made; immunity from liability; report based upon privileged communication; penalty for failure to report

(a) The purpose of this Code section is to provide for the protection of children. It is intended that mandatory reporting will cause the protective services of the state to be brought to bear on the situation in an effort to prevent abuses, to protect and enhance the welfare of children, and to preserve family life wherever possible. This Code section shall be liberally construed so as to carry out the purposes thereof.

(b) As used in this Code section, the term:

(1) "Abortion" shall have the same meaning as set forth in Code Section 15-11-681.

(2) "Abused" means subjected to child abuse.

(3) "Child" means any person under 18 years of age.

(4) "Child abuse" means:

(A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;

(B) Neglect or exploitation of a child by a parent or caretaker thereof;

(C) Endangering a child;

(D) Sexual abuse of a child; or

(E) Sexual exploitation of a child.

However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an abused child.

(5) "Child service organization personnel" means persons employed by or volunteering at

a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children.

(6) "Clergy" means ministers, priests, rabbis, imams, or similar functionaries, by whatever name called, of a bona fide religious organization.

(6.1) "Endangering a child" means:

(A) Any act described by subsection (d) of Code Section 16-5-70;

(B) Any act described by Code Section 16-5-73;

(C) Any act described by subsection (l) of Code Section 40-6-391; or

(D) Prenatal abuse, as such term is defined in Code Section 15-11-2.

(7) "Pregnancy resource center" means an organization or facility that:

(A) Provides pregnancy counseling or information as its primary purpose, either for a fee or as a free service;

(B) Does not provide or refer for abortions;

(C) Does not provide or refer for FDA approved contraceptive drugs or devices; and

(D) Is not licensed or certified by the state or federal government to provide medical or health care services and is not otherwise bound to follow the federal Health Insurance Portability and Accountability Act of 1996, P.L. 104-191, or other state or federal laws relating to patient confidentiality.

(8) "Reproductive health care facility" means any office, clinic, or any other physical location that provides abortions, abortion counseling, abortion referrals, or gynecological care and services.

(9) "School" means any public or private pre-kindergarten, elementary school, secondary school, technical school, vocational school, college, university, or institution of postsecondary education.

(10) "Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not such person's spouse to engage in any act which involves:

(A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;

(B) Bestiality;

(C) Masturbation;

(D) Lewd exhibition of the genitals or pubic area of any person;

(E) Flagellation or torture by or upon a person who is nude;

(F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;

(G) Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;

(H) Defecation or urination for the purpose of sexual stimulation; or

(I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

Sexual abuse shall include consensual sex acts when the sex acts are between minors if any individual is less than 14 years of age; provided, however, that it shall not include consensual sex acts when the sex acts are between a minor and an adult who is not more than four years older than the minor. This provision shall not be deemed or construed to repeal any law concerning the age or capacity to consent.

(11) "Sexual exploitation" means conduct by any person who allows, permits, encourages, or requires a child to engage in:

(A) Prostitution, as defined in Code Section 16-6-9; or

(B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in Code Section 16-12-100.

(c)(1) The following persons having reasonable cause to believe that suspected child abuse has occurred shall report or cause reports of such abuse to be made as provided in this Code section:

(A) Physicians licensed to practice medicine, physician assistants, interns, or residents;

(B) Hospital or medical personnel;

(C) Dentists;

(D) Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;

(E) Podiatrists;

(F) Registered professional nurses or licensed practical nurses licensed pursuant to Chapter 26 of Title 43 or nurse's aides;

(G) Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;

(H) School teachers;

(I) School administrators;

(J) School counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;

(K) Child welfare agency personnel, as such agency is defined in Code Section 49-5-12;

(L) Child-counseling personnel;

(M) Child service organization personnel;

(N) Law enforcement personnel; or

(O) Reproductive health care facility or pregnancy resource center personnel and volunteers.

(2) If a person is required to report child abuse pursuant to this subsection because such person attends to a child pursuant to such person's duties as an employee of or volunteer at a hospital, school, social agency, or similar facility, such person shall notify the person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. An employee or volunteer who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection. Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, or modification or make any other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

(3) When a person identified in paragraph (1) of this subsection has reasonable cause to believe that child abuse has occurred involving a person who attends to a child pursuant to such person's duties as an employee of or volunteer at a hospital, school, social agency, or similar facility, the person who received such information shall notify the person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. An employee or volunteer who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection. Under no circumstances shall any person in charge of such hospital, school, agency, or facility, or the designated delegate thereof, to whom such notification has been made exercise any control, restraint, or modification or make any other change to the information provided by the reporter, although each of the aforementioned persons may be consulted prior to the making of a report and may provide any additional, relevant, and necessary information when making the report.

(d) Any other person, other than one specified in subsection (c) of this Code section, who has reasonable cause to believe that suspected child abuse has occurred may report or cause reports to be made as provided in this Code section.

(e) With respect to reporting required by subsection (c) of this Code section, an oral report by telephone or other oral communication or a written report by electronic submission or facsimile shall be made immediately, but in no case later than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. When a report is being made by electronic submission or facsimile to the Division of Family and Children Services of the Department of Human Services, it shall be done in the manner specified by the division. Oral reports shall be followed by a later report in writing, if requested, to a child welfare agency providing protective services, as designated by the Division of Family and Children Services of the Department of Human Services, or, in the absence of such

agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of the perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital employees or volunteers, physicians, law enforcement personnel, school officials, or employees or volunteers of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian. Such photographs shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

(f) Any person or persons, partnership, firm, corporation, association, hospital, or other entity participating in the making of a report or causing a report to be made to a child welfare agency providing protective services or to an appropriate police authority pursuant to this Code section or any other law or participating in any judicial proceeding or any other proceeding resulting therefrom shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such participation pursuant to this Code section or any other law is made in good faith. Any person making a report, whether required by this Code section or not, shall be immune from liability as provided in this subsection.

(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law; provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator.

(h) Any person or official required by subsection (c) of this Code section to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

(i) A report of child abuse or information relating thereto and contained in such report, when provided to a law enforcement agency or district attorney pursuant to subsection (e) of this Code section or pursuant to Code Section 49-5-41, shall not be subject to public inspection under Article 4 of Chapter 18 of Title 50 even though such report or information is contained in or part of closed records compiled for law enforcement or prosecution purposes unless:

(1) There is a criminal or civil court proceeding which has been initiated based in whole or in part upon the facts regarding abuse which are alleged in the child abuse reports and the person or entity seeking to inspect such records provides clear and convincing evidence of such proceeding; or

(2) The superior court in the county in which is located the office of the law enforcement agency or district attorney which compiled the records containing such reports, after application for inspection and a hearing on the issue, shall permit inspection of such records by or release of information from such records to individuals or entities who are engaged in legitimate research for educational, scientific, or public purposes and who comply with the provisions of this paragraph. When those records are located in more than one county, the application may be made to the superior court of any one of such counties. A copy of any application authorized by this paragraph shall be served on the office of the law enforcement agency or district attorney which compiled the records containing such reports. In cases where the location of the records is unknown to the applicant, the application may be made to the Superior Court of Fulton County. The superior court to which an application is made shall not grant the application unless:

(A) The application includes a description of the proposed research project, including a specific statement of the information required, the purpose for which the project requires that information, and a methodology to assure the information is not arbitrarily sought;

(B) The applicant carries the burden of showing the legitimacy of the research project; and

(C) Names and addresses of individuals, other than officials, employees, or agents of agencies receiving or investigating a report of abuse which is the subject of a report, shall be deleted from any information released pursuant to this subsection unless the court determines that having the names and addresses open for review is essential to the research and the child, through his or her representative, gives permission to release the information.

HISTORY: Code 1933, § 74-111, enacted by Ga. L. 1965, p. 588, § 1; Ga. L. 1968, p. 1196, § 1; Ga. L. 1973, p. 309, § 1; Ga. L. 1974, p. 438, § 1; Ga. L. 1977, p. 242, §§ 1-3; Ga. L. 1978, p. 2059, §§ 1, 2; Ga. L. 1980, p. 921, § 1; Ga. L. 1981, p. 1034, §§ 1-3; Ga. L. 1988, p. 1624, § 1; Ga. L. 1990, p. 1761, § 1; Ga. L. 1993, p. 1695, §§ 1, 1.1; Ga. L. 1994, p. 97, § 19; Ga. L. 1999, p. 81, § 19; Ga. L. 2006, p. 485, § 1/SB 442; Ga. L. 2009, p. 453, § 2-2/HB 228; Ga. L. 2009, p. 733, § 1/SB 69; Ga. L. 2012, p. 899, § 5-1/HB 1176; Ga. L. 2013, p. 141, § 19/HB 79; Ga. L. 2013, p. 294, § 4-23/HB 242; Ga. L. 2013, p. 524, § 2-1/HB 78; Ga. L. 2015, p. 906, § 1/HB 268; Ga. L. 2016, p. 773, § 2/HB 905.

STATE OF GEORGIA;
COUNTY OF LAMAR :

LICENSE AGREEMENT/PERMIT
(For Short Term Use of Campus Facilities)

This LICENSE AGREEMENT/PERMIT (hereinafter "Agreement") is made and entered into this ___ day of _____ by and between the BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA, for and on behalf of Gordon State College ("the Institution"), a unit of the University System of Georgia (hereinafter called "College") and _____ located at _____ (hereinafter called "Permit Holder").

WITNESETH THAT:

WHEREAS, the Permit Holder desires to temporarily occupy and utilize college's certain properties and facilities as hereinafter described; and

WHEREAS, College is willing to grant Permit Holder a revocable license for the temporary use and occupancy of said properties and facilities on a non-exclusive basis, but only upon the promises, covenants and agreements hereinafter set forth; and

WHEREAS, unless otherwise directed by College, the Institution shall perform, on the Owner's behalf, Owner's obligations and covenants, as set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises and their mutual promises, covenants and agreements hereinafter set forth, the parties agree as follows:

1. **Premises and Use Involved.** The premises covered by this Agreement is the facility and ancillary spaces located on the campus of the Owner more particularly identified in the Schedule of Licensed Premises below, collectively hereinafter "Licensed Premises" or "premises" with the permitted uses and the assigned times during which the Permit Holder shall be permitted to occupy, use and enjoy the Licensed Premises outlined on Exhibits A, B, C, D, E, F, G and H, as applicable, attached hereto and incorporated herein by reference.

The permit given by these presents is for the purposes of _____ ("Event") and none other.

1.a **Non-student Minor Attendees.** Does your event include minors (persons aged less than 18 years)? ☐ Y ☐ N
(If YES, complete information in Exhibit B: Programs Serving Minors)

2. **Schedule of Licensed Premises:** (Complete Applicable Parts Only; Cross Through Inapplicable Parts.)

College's Initials	PREMISES SUBJECT TO PERMIT, PERMITTED USES, AND DATES AND TIMES OF USE	APPLICABLE EXHIBITS	Permit Holder's Initials
	A-1. GENERAL FACILITIES/SPACE: Date(s): Times(s): Purposes:	Exhibits A-J	

College's Initials	PREMISES SUBJECT TO PERMIT, PERMITTED USES, AND DATES AND TIMES OF USE	APPLICABLE EXHIBITS	Permit Holder's Initials
	B. LODGING: VILLAGE – PREASSIGNED ROOMS ONLY Dorm: Date(s): Check-in Time: ____ Check-out Time: ____ *Linens, hygiene products, trashcans, bathroom tissue, cleaning supplies, shower curtains not provided		
	C. POOLS AND RECREATIONAL FACILITIES:		
	D. FOOD SERVICE Highlander Dining Hall w/Sodexo Date(s): Times(s): Type of Service:		
	E. PERSONNEL & MISC. EXPENSES:		

3. **Consideration.** In consideration of College's willingness for the Permit Holder to occupy, use and enjoy the premises as above indicated, the Permit Holder agrees to pay College the sum of the Rental Fees, in addition to such other charges as outlined in the Summary of Fees below, such sums to be paid to College prior to the first use of the Premises, unless other arrangements are agreed to in writing. All checks should be made payable to the Institution.

4. Summary of Estimated Fees: (Complete Applicable Parts Only; Cross Through Inapplicable Parts.)

	FACILITIES, CUSTODIAL AND ADMIN FEES	
	DINING MEALS	
	RENTAL TO HOUSING *BASED ON FULL OCCUPANCY; SINGLE ROOMS WILL BE CHARGED AS SUCH - INCLUDES RD AND HOUSING AS ASSIGNED LAUNDRY FACILITIES YES NO	
	MISC	
	TOTAL ESTIMATED FEE =	
DEPOSIT OF \$ _____ DUE ON _____ FINAL ADJUSTED HEADCOUNT DUE ON _____ FOR FINAL INVOICE – ADJUSTED, IF NEEDED.		

5. **No Assignment.** The permit, use and occupancy provided for hereunder shall not be assigned by Permit Holder to any other corporation, association, person or entity whatsoever.

6. **Parties' Representatives and Notice.** All notices required by this agreement shall be mailed delivered to the following representatives.

	COLLEGE'S REPRESENTATIVE:	PERMIT HOLDER'S REPRESENTATIVE:
Name:	Dr. Ric Calhoun	
Address:	Continuing & Professional Education 419 College Drive Barnesville, GA 30204	
Telephone:	678-359-5123	

7. **Insurance.** Permit Holder shall, at its own cost and expense, obtain and maintain Commercial General Liability Insurance (2013 ISO Occurrence Form or equivalent) not inconsistent with the policies and requirements of O.C.G.A. § 50-21-37, which shall include, but not be limited to, coverage for personal and advertising and contractual liability. The Commercial General Liability Insurance shall provide the following limits:

<i>Coverage</i>	<i>Limit</i>
1. Personal Injury and Advertising	\$1,000,000 per Occurrence
2. Contractual	\$1,000,000 per Occurrence
3. Fire Legal	\$1,000,000 per Occurrence
4. General Aggregate	\$2,000,000

Permit Holder shall also provide a Commercial Umbrella Liability Insurance Policy to provide excess coverage above the Commercial General Liability (CGL) coverage with minimum limits of \$2,000,000 per occurrence. The policies shall cover the period of Permit Holder's occupancy and use of the premises, such insurance to be obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, and name the officers, agents and employees of the Institution and the Board of Regents as additional insureds, but only with respect to claims that are not covered by the Georgia Tort Claims Act (O.C.G.A. Section 50-21-20 et seq.).

Permit Holder shall furnish College with a copy of the policy and evidence of full payment of the premium thereon at least forty-eight (48) hours prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and non-cancelable prior to the occupancy and use of the premises by the Permit Holder in the absence of ten (10) days prior written notice by the Insurer to College prior to the occupancy and use of the premises by Permit Holder pursuant to this Agreement. Permit Holder's failure to obtain and furnish evidence of the required insurance shall constitute default.

8. **Cancellation for Force Majeure.** In the event that fire, wind storm, casualty, war, COVID-19, or other unforeseen circumstances shall result in damage to the premises so that it is impossible or impractical for the College to perform its obligations hereunder, or if the intended uses or events permitted hereunder shall be made impossible by strike, riot, or other cause not within the control of the College, this contract shall stand canceled and the College shall not be liable to Permit Holder for any damages as a result of such cancellation.

9. **Stipulations and Exhibits.** The stipulations, provisions, covenants, agreements, terms and conditions, contained in the following exhibits attached hereto and incorporated by reference herein, are expressly understood and are mutually agreed to by the parties hereto:

Exhibit A General Provisions
 Exhibit B Programs Serving Minors
 Exhibit C Lodging Accommodations
 Exhibit D Pools & Recreational Facilities
 Exhibit E Food Services & Concessions
 Exhibit F Parking
 Exhibit G Alcoholic Beverage Policy
 Exhibit H Tobacco & Smoke-Free Campus Policy
 Exhibit I COVID-19 Campus Etiquette
 Exhibit J In-Kind Agreement

10. Entire Agreement. This agreement sets forth all the provisions, agreements, conditions, covenants, terms and understandings between the parties relative to the premises. There shall be no provisions, agreements, conditions, covenants, terms, understandings, representations or inducements, either oral or written, between the parties other than as herein set forth. It is understood and agreed that no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties herein unless reduced to writing and signed by all the parties to this Agreement.

IN WITNESS WHEREOF, the parties have caused this license agreement to be signed as of the day and year first above-stated.

PERMIT HOLDER

**BOARD OF REGENTS OF THE UNIVERSITY
SYSTEM OF GEORGIA**

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: Jamie Petty

Title: _____

Title: Interim VP of Finance & Administration

Phone: _____

Phone: 678-359-5041

Permit Holder's Federal Tax ID No. _____

Contract Renewal. Prior to the end of the Contract Term, the Contract may be amended and renewed for up to three additional one-year agreements. Renewal is conditional upon Gordon State College's satisfactory compliance with the terms of this Contract as determined by the Board of Regents of the University System of Georgia.

Attached Exhibits: Exhibit A (General Provisions), Exhibit B Programs Serving Minors, Exhibit C (Lodging Accommodations), Exhibit D Pools & Recreational Facilities, Exhibit E (Food Services & Concessions), Exhibit F (Parking), Exhibit G (Alcoholic Beverage Policy), Exhibit H (Tobacco & Smoke Free Policy), Exhibit I (Covid-19 Policy); Exhibit J (In-Kind Agreement)

EXHIBIT A

GENERAL PROVISIONS

1. Licensed Premises. All facility uses and accommodations shall be by this Exhibit A. Lodging accommodations, if any, shall be described in and governed by Exhibit B. The Licensed Premises is provided and is accepted by Permit Holder "as is, where is, and with all faults." If College is unable to provide part of or all of the facilities or services specified in this Agreement, College shall give prompt notice thereof to the Permit Holder.
2. Cancellation. If Permit Holder cancels this agreement ninety (90) days or more before the earliest reserved date, it shall forfeit any deposit paid and be liable to College for direct costs incurred in preparation to fulfill College's obligations under this Agreement. If Permit Holder cancels this Agreement less than ninety (90) days of the earlier reserved date, Permit Holder shall forfeit any deposit paid and agrees to pay said direct costs and liquidated damages for its lost business opportunity at a rate of \$25.00 per day for facilities, and \$10.00 per day per room for accommodations.
3. Guarantee. Permit Holder shall provide College with final guaranteed numbers for conference attendance, and, if applicable, for lodging and food service, no later than ten (10) working days before the earliest reserved date. College does not guarantee availability of facilities, food or lodging in which exceeds 105% of the final guaranteed numbers for head and room counts, respectively.
4. Terms of Payment. A preliminary bill will be developed based on final guaranteed attendance figures provided by Permit Holder. Payment of the preliminary bill is due not later than the first day of the Event(s). After the completion of the Event(s), a final bill summarizing all fees, charges, deposits and payments will be submitted to Permit Holder. Permit Holder shall pay College for all unpaid charges within thirty (30) days after receipt of the final bill.
5. Failure to Pay. Permit Holder agrees that if it fails to pay the charges or any part thereof in accordance with this agreement, or if Permit Holder violates any other provision of this agreement, all remaining obligations of the College under this agreement shall, at the option of the College, cease and be terminated upon written notice to the Permit Holder.
6. N/A
7. Event Staffing: Permit Holder shall provide all necessary ushers, ticket sellers, doorkeepers, security staff, stage hands, property men, electricians, clean-up or janitorial staff and any other necessary labor for the Event. If such staff is procured through College, such staff shall nevertheless be employees of the Permit Holder and not the College, and shall be paid by Permit Holder.
8. Promotion and Publicity. Permit Holder agrees that unless and until a fully signed original of this Agreement has been delivered to both Permit Holder and College, no information or publicity of any nature whatsoever relating to Permit Holder's Event(s) shall be disseminated or released. Publicity for the Event(s) must be submitted to the College for approval prior to any distribution. College agrees that any revenues generated from radio and television shall be for the account of Permit Holder. **All such broadcasts, however, shall clearly indicate that the College or the Board of Regents of the University System of Georgia is not a sponsor of the event.**
9. No Use of College's Name. All posters, ticket advertising, verbal offerings, ticket sales, and other similar actions taken by the Permit Holder shall in no fashion whatsoever state or imply the support or sponsorship of the College, the Institution, or the State of Georgia without their express written permission. Failure by the Permit Holder to comply with this provision shall be considered automatic grounds for cancellation of this Agreement by the College.
10. Signs and Business. Permit Holder shall not display any advertising, promotional, or informational pamphlets,

circulars, brochures, merchandise displays, or similar materials within the premises, without the College's prior written permission. Permit Holder shall not conduct any business activities within the premises without the College's prior written permission.

11. Licenses, Permits and Copyright Royalties. Permit Holder shall be responsible for obtaining any necessary licenses and permits for the use or performance of copyrighted works at the Event(s). Permit Holder further shall be responsible for the full payment of any and all copyright royalties that may be required for the Event(s). All required licenses and/or permits shall be presented to the College prior to the Event(s).

12. College Access. College shall have access to the premises at all times during which the Permit Holder is permitted to occupy, use and enjoy the premises as outlined hereinabove.

13. College's Right to Remove. The College reserves the right to remove any objectionable person or persons from the premises and Permit Holder expressly waives any right to damages for such removal.

14. Damages to the Premises. Permit Holder agrees that it shall not in any way injure, damage, mar or deface the building, floor, furniture, fixtures, or equipment which are in or about the premises. Permit Holder shall reimburse College for any such damage or injury caused by Permit Holder, its employees, agents or other persons admitted to the premises by Permit Holder, its agents or employees. Clean-up following the Event(s) shall be the responsibility of the Permit Holder. Permit Holder shall be responsible for the removal of any trash from the floors of the premises and lobby. With prior arrangements, clean-up can be handled by the College's staff or concessionaires and paid for by the Permit Holder.

15. Permit Holder's Property Brought Onto Licensed Premises. All property brought onto the premises by the Permit Holder, its members, participants, and invitees, shall be at the sole risk of the Permit Holder. The College shall not be responsible for such property nor liable for any damages or injury to Permit Holder, its members, participants, invitees, agents or employees.

16. No Alterations or Improvements. Permit Holder shall make no alterations in or additions to the premises.

17. Parking. Permit Holder understands and agrees that parking facilities adjacent to or near the premises are limited. Any arrangements for the availability of parking facilities and charges shall be made with the College and included on Exhibit E.

18. Compliance with Alcohol Policy. At all times while on the premises Permit Holder shall comply with the Institution alcohol policy and shall insure that its agents, employees, or invitees comply with the same. Permit Holder by its signature herein acknowledges receipt of a copy of such policy, as set forth on Exhibit F.

19. Compliance with No Smoking Policy. Premises are designated as a no smoking facility and Permit Holder agrees to enforce such policy. Permit Holder by its signature herein acknowledges receipt of a copy of such policy, as set forth on Exhibit H.

20. Compliance With Programs Serving Minors Policy. Permit Holders that operate events that provide for the care, custody, or control of minors shall take precautions to assure the safety and well-being of minors and Institution property, and to release the College and Institution from any liability in conjunction with use of the facility. Permit Holder by its signature herein acknowledges receipt of a copy of and compliance with such policy, as set forth on Exhibit B. At any time, the Institution may request, and must be promptly provided with, copies of all pre-screening and training verification.

21. Compliance with Fire Safety Standards. In accordance with accepted standards for fire safety, Permit Holder agrees to ensure that all exits are unlocked and that access thereto is free from all obstructions at all times during occupancy. If applicable, Permit Holder further agrees to ensure that all aisles will be kept clear, that no seating in the

aisles will be permitted and that every exit light is burning at all times during the Event(s). Permit Holder shall not obstruct any sidewalks, entries, passages, vestibules, hallways, elevators, doors, skylights, stairways, hallways, corridors, passageways, radiators, house lighting attachments and all openings or ways of access to public utilities of the premises.

22. Compliance with All Applicable Laws, Rules and Regulations. Permit Holder agrees that every member connected with the Event(s) shall abide by, conform to and comply with all laws, rules and regulations of the United States, the State of Georgia and Local Government.

23. Assignment. Permit Holder may not assign any of its rights or obligations conferred by this Agreement, either in whole or in part, without the College's prior written permission. Any assignment may be withheld or granted at the College's sole discretion.

24. Governing Law. This agreement shall be governed by the laws of the State of Georgia.

25. Special Rules for Appearances of Celebrity Personalities:

a. In the event that the personal appearance of a celebrity personality is contemplated for the event, no substitutions for such personalities or stars shall be made without the express written consent of College.

b. Radio or television broadcasts originating on or about the Licenses Premises, and the rights thereto, shall be controlled by mutual agreements to be negotiated and entered into between the parties hereto.

c. If the planned personality defaults on the appearance, the liability of College shall be limited to the return of the permit fees charged, so long as the default is deemed by College to be not the fault of Permit Holder. In all other events, the permit fees will be forfeited to College.

d. If it is deemed necessary by the College that College's personnel be utilized in insuring safe and proper conduct of the event, such as security personnel, electricians to monitor electrical usage, or for any other purpose, Permit Holder shall reimburse College for all costs of such personnel utilization.

EXHIBIT B

Programs Serving Minors

1. Institutional Policy. If Permit Holder operates a program or activity that provides for the care, custody, or control of minors, Permit Holder shall be governed by and comply with all requirements of the Institution's policy on programs serving minors. Such requirements include but are not necessarily limited to those listed below. Please indicate your staff to student ratio: _____

2. Duty of Care. Permit Holder shall operate such program/activity in a reasonably safe manner.

3. Forms. Permit Holder shall use all appropriate forms related the operation of the program / activity, which shall include but are not necessarily limited to parental consent forms, liability release waiver, participant conduct agreement forms, medical information and release forms, medical authorization treatment forms, medical authorization to administer medication forms, food or other allergic reactions & treatment, media release, pickup authorization forms and others. These waivers must be stored for 3 years past the age of 18 for each participant.

Event Director Name & Contact

Signed/Dated

4. Criminal Background Checks. Permit Holder shall properly screen and conduct [criminal history background checks, including the National Sex Offender Registry](#), on all employees, volunteers, counselors, chaperones and others who are reasonably anticipated to have direct contact or interaction minor program participants. Personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should seek to utilize other screening methods, when possible, in addition to background checks to include in-person interviews and reference checks.

I certify that all event counselors, staff, chaperones, and other assistants in relation to our camp have completed and successfully passed a criminal background check, including the National Sex Offender Registry.

Event Director Name & Contact

Signed/Dated

5. Supervision. Every minor participant must be properly supervised at all times in the immediate presence of at least one authorized adult while participating in the program/activity. Permit Holder certifies that there will be appropriate supervision and that there will be an appropriate participant-to-supervisor ratio, which may vary depending on the age of the participants, the nature of the activity, and whether the program has an overnight component.

6. Training. Permit Holder shall provide training to all employees, volunteers and others assisting with the program/ activity that addresses mandatory reporting requirements, appropriate contact with minors, safety and security procedures, and response protocols for injury or illness, and staff or participant misconduct in conjunction with appropriate Georgia Laws for working with minors. I certify that all event counselors, staff, chaperones, and other assistants in relation to our camp have completed appropriate training.

Event Director Name & Contact

Signed/Dated

7. Safety and Security. Permit Holder agrees to ensure the safety and protection of program participants and to establish protocols for reporting injuries, staff misconduct, participant misconduct, and procedures for secure pickup and drop-off of program participants. Permit Holder agrees to establish security measures (e.g., where to meet and where to go if lost, responses and protocols for weather alerts, accidents, missing persons, etc.), and to communicate those measures to program participants.

8. Reporting Obligations. Criminal activity should be reported immediately to the Institution's campus police department at 678-359-5101. Campus law enforcement professionals can assess the situation and determine what other notifications or action is necessary. Every member of your camps staff, faculty & volunteers is **considered a mandatory reporter**. If you are unsure what needs to be reported, communicate with the CPE team at cpe@gordonstate.edu and GSC's Title IX Coordinator, Madelyn Brown at madelynb@gordonstate.edu

9. Known or Suspected Abuse or Neglect of Minors. If Permit Holder and/or any of its employees, volunteers, or other agents or any other authorized adult present at the program/activity know, suspect, or receive information providing reasonable cause to believe that a minor has been abused or neglected, or if Permit Holder or such other individuals have other concerns regarding a minor's safety, Permit Holder or such other individual must report the situation immediately to the Institution's campus police department and to the Georgia Department of Human Services (and/or the Division of Children and Family Services) by calling 1-855-GACHILD (422-4453), as required by Georgia law. Permit Holder hereby acknowledges its understanding of this reporting requirement for known or suspected abuse or neglect of minors.

EXHIBIT C

LODGING ACCOMMODATIONS

1. Accommodations. College agrees to provide to Permit Holder accommodations based on the guaranteed number of participants. Permit Holder may release the reserved accommodation space without penalty up to ten (10) days prior to the move-in date. Accommodations for additional participants shall be on a space-available basis only. Permit Holder shall be responsible for the applicable fees for total actual participants or for the estimated participants, whichever is greater. Permit Holder shall be responsible for any loss of or damage to any of College's property.

1.a) Supplies. The permit holder is responsible for providing their own bedding, towels, shower curtains, toilet paper, trash receptacles/bags, personal soaps and other personal hygiene items. All campers should remove trash to the dumpster and all personal items from the room and bathroom ready for inspection during the pre-arranged check-out time.

2. Check-in and Check-out. Check-in and Check-out times are as set forth in the Schedule of Licensed Premises. Early arrivals and/or late departures must be arranged with conference coordinator ten (10) days prior to arrival.

3. Assignment. In the event that the accommodations assigned to Permit Holder are destroyed or otherwise made unavailable and the college does not furnish other accommodations, this agreement for lodging accommodations shall terminate.

4. Personal Property. Permit Holder agrees that College shall not be responsible for loss of, or damage to personal property or Permit Holder's participants through fire, theft, or other causes.

5. Room Keys. Each participant may check out only his or her own room key. The charge for a lost room key is \$50.00.

6. Master Keys. Permit Holder agrees that each person who receives a master key shall sign a release form pertaining to the responsibilities of having a master key and the penalties for loss of master key. The charge for a lost master key is \$5,000.00.

7. Health Care. Permit Holder acknowledges and agrees that no health care services or facilities are provided by this agreement. Permit Holder shall be responsible for the health care costs and arrangements necessitated by any illnesses and/or accidents of its participants.

9. Right to Enter Room. College reserves the right to enter any room or apartment for the purpose(s) of inspection, repairs, extermination services, or to control the room or apartment in the event of any epidemic, emergency or any other reason in accordance with College's policies.

10. Compliance with Laws, Regulations and Policies. Permit Holder agrees to adhere to all of College's policies, regulations, guidelines and all local, state and federal laws concerning health, safety and public order. Failure of Permit Holder and/or any of its participants to comply with these laws, regulations or policies may result in forfeiture of the privilege of using College's facilities, or termination of this agreement. College's regulations and policies include but are not limited to the following:

- a. No alcohol or drugs may be consumed or brought onto College's property; see Exhibit G.
- b. No smoking or tobacco use will be permitted in any room or apartment or in College's buildings, except in those areas specifically approved for that purpose; see Exhibit H.
- c. No firearms, weapons, ammunition, fireworks, explosives or highly flammable materials will be permitted

within College's buildings or on College's property.

- d. No animals will be permitted in rooms or apartments or in College's buildings without the College's prior written permission.
- e. No hot plates or other cooking appliances will be permitted in rooms or apartments. Cooking may be allowed in kitchen areas only.
- f. No remodeling or renovating of rooms or furniture will be permitted, including but not limited to tampering with the electrical or mechanical fixtures, placement of antennas or appliances out of the windows, removal of or addition of furniture without permission of the College.
- g. No alterations whatsoever of the rooms or apartments will be permitted, including attaching any object by adhesives, nail or screw without permission of the College.
- h. No tampering with or removal of windows or window screens from any part of any College's building will be permitted.
- i. No tampering with the fire system or fire fighting equipment will be permitted.
- j. No removal of lounge or common area furniture into individual rooms or apartments will be permitted without permission of the College.
- k. No gambling or solicitation in any form will be permitted.
- l. No parking in the service or fire lanes adjacent to College's buildings will be permitted.

EXHIBIT D

POOLS AND RECREATIONAL FACILITIES

1. Permissible Pool Activities:

- (a) Recreational Swimming. The Pool and facilities are ONLY open for recreational swimming at prearranged times scheduled with the college and approved in the License Agreement.
- (b) Competitive Swimming: The Pool and facilities shall be used only during predesignated time. Upon request to College, the pool may be scheduled for use during other periods when such use will not conflict with use by College's programs. Should College require the use of the Pool or facilities during the daily scheduled practice hours, College shall notify the Permit Holder 48 hours in advance and shall propose alternative practice hours.
- (c) Adaptive Physical Education: The Pool and facilities shall be used only on an "as available" after College's schedules have been determined. Scheduling will be accomplished by the Chairman, Department of Physical Education. Use is subject to change each quarter. The pool may be scheduled for use during additional periods when such use will not conflict use by College's programs. Should College require the use of the Pool or facilities during any daily scheduled hours, College shall notify Permit Holder 48 hours in advance and provide with any proposed alternative use periods.
 - (i) (i) A lifeguard will be provided by the institution during all booked hours.
 - (ii) The Permit Holder shall provide adult supervision of one adult for each two students, or, if the ratio is not met, the Permit Holder shall provide a certified life guard.
 - (iii) The Permit Holder shall provide an Assumption of Risk and Waiver of Liability form for each student, properly executed and releasing the College and the Board of Regents of the University System of Georgia. The release shall be in a form acceptable to College.

2. Legal Compliance. The Pool, as made available to is "as-is, where-is, and with all faults." College, however, endeavors to maintain the Pool in compliance with governmental requirements, including all fire, health and safety codes, applicable to the Board of Regents of the University System of Georgia.

a. If College determines that a member of its institution staff must be present at the Pool during the Permit Holder's use of the Pool, which staff member would not otherwise be present, then Permit Holder shall reimburse the College for the cost of such staff member.

b. Upon request, Permit Holder may arrange for monitoring by College's security personnel. If so requested, or if College determines security personnel are required, which would not otherwise be required, Permit Holder shall reimburse the College for the cost of security personnel.

3. Maintenance and Repair. Permit Holder shall immediately give notice to College of any condition of the Pool which requires repair. Upon receipt of notice, College shall initiate, within a reasonable time, such repairs as College shall, in its discretion, deem necessary. If the Pool is unusable, Permit Holder shall be entitled to a pro-rata reduction in fees for the time periods the Pool is unavailable.

4. Limitation of College's Liability. College shall not have any liability as a result of the failure of the Pool to satisfy the Permit Holder's requirements or for failure to maintain or repair the Pool or to satisfy any other obligation except as provided in Paragraph 3.

5. Pool Operations under this License.

5.1 College retains, and Permit Holder may not interfere with:

- a. College's access to the Pool and Facilities at all times to exercise its rights or responsibilities.
- b. College's right to issue regulations and directives in good faith deemed necessary to the safe and orderly operation of the Pool.
- c. College's right to remove any person who fails to comply with this Agreement or whose removal from the Pool the College in good faith believes is necessary for the safe and orderly operation of the Pool.

5.2 Permit Holder shall:

- a. Use the Pool in a safe and orderly manner.
- b. Comply with College's regulations and directives governing the safe and orderly operation of the Pool.
- c. Conform to all governmental statutes, regulations, ordinances and directives.
- d. Be responsible for the safety of any temporary facilities utilized for Permit Holders purposes.
- e. Obtain all licenses, and pay all royalties and artists fees, necessary to use any patented or copyrighted material or any trade name.
- f. Not in any way damage, deface, or alter the Pool.
- g. Not affix any signs, advertisements or notices to the Pool, inside or outside, or attached to any part thereof, without the College's consent.
- h. Not fasten any article, drill holes, drive nails, or screws into the walls, floors, woodwork, or partitions; nor shall Permit Holder paint or spray paint the walls, floors, woodwork or partitions; without the consent of the College.

6. Planning Requirements for Competitive Swimming or Adaptive Physical Education.

6.1 Proposed Plan: At least seventy-two (72) hours prior to the beginning of the License Period, Permit Holder shall provide College its proposed plans for its activities in the Pool, which shall contain all information reasonably available to Permit Holder about the event, but which shall include at least the name and address of Permit Holder's primary on-site representative, its security and emergency medical services representatives, and its representatives for any other services.

6.2 Review of Plan: College shall promptly review the proposed plans for general conformance to this Agreement and policies of the College. Permit Holder shall provide such additional planning information that the College reasonably requests for that review. After consultation with Permit Holder, College may require Permit Holder to make changes in the proposed plans to attain the safe and orderly operation of the Pool, compliance with this Agreement and College's policies, and coordination of the use of common areas and other users of the Pool. Permit Holder may not make material changes in the proposed plans submitted to the College without College's consent. Permit Holder shall conduct its operation in substantial conformity with the approved plans as submitted.

EXHIBIT E

FOOD SERVICES AND CONCESSIONS

1. Sale of Food. All food sales and/or concessions shall be operated by one of the Institution's campus food concessionaires. No food may be brought into the premises except by arrangement with said concessionaires.
2. Clean-up and Garbage Removal. Permit Holder covenants and agrees to be responsible for clean-up and removal of all trash, garbage and refuse from the premises. Permit Holder may arrange with food vendors and concessionaires to provide this service.
3. All food services should be booked at least two (2) weeks in advance.

EXHIBIT F

PARKING

1. Lodging Facilities. Parking is limited to one vehicle per room, with the license plate noted on the lodging registration form. Unnumbered and unmarked parking spaces in the parking lot adjacent to the lodging facility may be utilized on a space available basis. No parking sticker or permit is required. For oversize and specialty vehicles, see restrictions below.
2. Conference Facilities, Pools and Recreation Facilities. Parking is by permit only. A temporary permit/sticker shall be issued to each authorized vehicle through the Permit Holder's Representative. Each such permit/sticker shall indicate the dates and particular parking lot in which parking is permitted. Within each such lot, unnumbered and unmarked parking spaces may be utilized on a space available basis. Depending upon the circumstances, a special numbered or named space permit may be issued authorizing a vehicle to be parked in a numbered or named parking space. For oversize and specialty vehicles, see restrictions below.
3. Oversized or Specialty Vehicles, Trailers, Campers, and Recreational Vehicles. Any oversized or specialty vehicle, trailer, camper or recreational vehicle, must be parked in the designated oversize vehicle parking facility. In general, any vehicle which cannot fit within a standard parking space, with sufficient room to open all doors on all sides of the vehicle without infringing upon a vehicle parked in an adjacent space, must be parked in the designated oversize vehicle parking facility. A special permit is required. For lodging residents, the permit is obtained from the lodging facility manager. For other Permit Holder vehicles, the permit is obtained through the Permit Holder's Representative or from campus parking control. A special fee may be required for parking in the designated oversize vehicle parking facility.
4. Visitor Parking. Parking in spaces designated as "visitor" parking is temporary parking available on a first come, first served basis. No overnight parking is permitted in a "visitor" parking space.
5. Parking Violations. Violations of the parking rules may subject the vehicle owner to citation and fine. Such citations will be issued through the campus security/traffic control office. Any unsatisfied citations must be paid by the Permit Holder prior to receiving final clearance to close out the license granted to the Permit Holder.
6. Parking Fees. College reserves the right to charge parking fees "at the lot" for attendees at any event.
7. No Liability of Owner. Permit Holder acknowledges and agrees that the use of any parking space on Owner's campus creates no bailment. Any charges are for the use of space only. Owner assumes no responsibility whatever for loss or damage of any vehicle or its contents however caused. Owner disclaims any and all liability from use of any parking space. No employee or agent of Owner has the authority to vary this agreement.

EXHIBIT G

ALCOHOLIC BEVERAGE POLICY

ALCOHOLIC BEVERAGE POLICY: Possession or consumption of alcoholic beverages is prohibited on Campus.

Exceptions: The following **limited** exceptions to the Alcoholic Beverage Policy are permitted and must adhere to the following:

- Client must provide, at their own expense, security during the event where alcohol is being served.
 - GSC Public Safety will handle the scheduling and staffing of security.
 - The charge will be \$35 per hour during the event. Officers must be present for the duration of the event, from an hour before start time until the last attendee leaves.
 - Security will serve as a representative of GSC, not as an agent of the client.
- Client must hire a reputable, licensed, & insured company that has up to date license allowing them to serve alcohol and trained staff to administer drinks with relevant serve-safe certifications.
- Client must receive written permission from the President and the VPFA, the CPE office will request this on client's behalf. It may be denied for any reason without explanation.
- No alcoholic beverage may be carried onto or taken from the premises by any individual.
- Alcoholic beverages must remain in the location(s) where served.
- **All** program participants must be 21 years of age or older. The Permit Holder is responsible for checking identification and age of participants.
- Food must be available at the event at all times. Food must be present in the location(s) where alcoholic beverages are to be served.

1. Sports and Recreation Facilities.

a. Attendees over 21 years of age may consume alcoholic beverages on the sports or recreation facility premises, so long as it is purchased at the facility from an authorized and licensed on-premises concessionaires during the sports or recreation event and is contained in paper or plastic containers. Appropriate ID is required of all persons consuming alcoholic beverages.

b. Consumption shall be limited to a reasonable amount and may be curtailed at any time by a concession, food service, or institution representative.

2. Special Events and Conferences: All requests must be submitted by the Permit Holder at least three weeks prior to the event. The following rules apply:

b. Alcohol must be served by an authorized and licensed on-premises concessionaires.

c. Consumption shall be limited to a reasonable amount and may be curtailed at any time by a concession, food service, or institution representative. The Permit Holder is responsible for enforcement.

d. The Permit Holder may either arrange for program participants to purchase alcoholic beverages from the authorized and licensed on-premises concessionaire or food service vendor, or may purchase the alcoholic beverages and deliver them to the concessionaire or food service vendor prior to the event.

h. The Permit Holder assumes all responsibility for damages resulting from the specific event, and indemnifies and holds College and the Board of Regents harmless from all such damages.

i. The Permit Holder will promptly remove or cause to be removed all alcoholic beverages that remain at the conclusion of the event.

EXHIBIT H

TOBACCO AND SMOKE-FREE CAMPUS POLICY

In accordance with the Georgia Smoke Free Air Act of 2005, Title 31 Chapter 12A, this policy reinforces the USG commitment to provide a safe and amicable workplace for all employees. The goal of the policy is to preserve and improve the health, comfort and environment of students, employees and any persons occupying our campuses.

The use of all forms of tobacco products on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates is expressly prohibited. "Tobacco Products" is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.

Further, this policy prohibits any advertising, sale, or free sampling of tobacco products on USG properties unless specifically stated for research purposes. This prohibition includes but is not limited to all areas indoors and outdoors, buildings and parking lots owned, leased, rented or otherwise used by the USG or its affiliates. The use of tobacco products is prohibited in all vehicles – private or public vehicles - located on USG properties.

This policy applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators, and visitors. All events hosted by a USG entity shall be tobacco-free. All events hosted by outside groups on behalf of the USG shall also be tobacco-free.

Exceptions for Tobacco Use

The President of each institution will define any exceptions to this policy. Exceptions to the policy will be very limited and on an as needed basis. The intent is the campus is tobacco and smoke free unless otherwise needed for educational purposes and/or the advancement of research on campus.

Enforcement

The overall enforcement and authority of this policy lies with the President of the institution, but it is also a shared community responsibility, which means all students, faculty, and staff share in the responsibility to help keep the campus tobacco-free. Signage to help inform our campus community and visitors will be placed throughout campus.

Violation of Policy

Violation of this policy may result in corrective action under the Student Code of Conduct or campus human resource policies. Visitors refusing to comply may be asked to leave campus.

EXHIBIT I

COVID-19 CAMPUS ETIQUETTE (THE HEALTH HIGHLANDER WAY)

On May 11, 2023, the US Department of Health and Human Services declared an end to the Public Health Emergency; however, Covid-19 remains a public health priority. In the interest of protecting the safety and health of all members of campus, we ask all participants to follow the most current CDC guidance.

Warning

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are assuming this risk by entering these premises.

Sec. 51-16-3(a)(2), Georgia Code Sec. 4 of Georgia COVID-19 Pandemic Business Safety Act

EXHIBIT J

IN-KIND AGREEMENT

N/A



GORDON STATE COLLEGE

APPROVAL FORM

Programs Serving Non-Student Minors Activities

Purpose: The Gordon State College has established a centralized database to track programs and activities serving minors held on and off campus. Programs and activities include summer camps, sports camps, after-school programs, clinics, and enrichment programs. Program Administrators must complete the below form and provide 24-hour contact information. Registration also requires certification of compliance with the Policy for Programs and Activities Serving Minors. **All** programs and activities must be registered, whether University-sponsored or hosted by third parties in University facilities.

Completed forms must be approved by an authorized University Official (Dean, Vice President, Director or Department Head) and the appropriate cabinet member. Completed forms should be forwarded to Gordon State College and the institution's Human Resources Department. Completed forms should be submitted 30 days prior to the start of the program.

Policy Requirements: In accordance with USG Policy all programs serving non-student minors must be properly authorized. The USG policy requirements are set forth in the below policy sections:

1. [BOR 6.9 Programs Serving Minors](#)
2. [BPM 16.9 Implementing Procedures](#)
3. GSC Minors Policy

Please provide the information requested below:

1. What is the official name of this Program?

2. Is the Program administered by or sponsored by Gordon State College?

Yes

No

3. What are the planned beginning and ending dates of this Program?

From: _____ To: _____

4. Where will the program and activities take place? Please provide details below to include any field trip or excursions that will be taken and whether the facility and needed equipment have been reserved.

5. Provide an overview of the camp agenda and the activities planned for youth participants.

6. What are the goals and learning objectives for youth participants? Please include some of the soft skills you plan for participants to learn: working with others, communication skills, organizing abilities, etc.

7. Is this a residential program where youth participants will be staying overnight?

Yes

No

8. Will the Program provide participants with transportation at any time?

Yes

No

9. Will the program involve the use of institutional laboratories or human research testing?

Yes

No

10. What is the expected number of participants?

11. Minimum age of minor participants

12. Maximum age of minor participants

13. Number of staff (including volunteers)

14. Has the attached checklist been reviewed for purposes of planning and compliance with policy requirements?

Yes

No

15. Name of the employee who has primary responsibility for program oversight?

Name:

Title:

Department:

Email Address:

Emergency Contact Information:

Cell Number:

16. I have read and agree to abide by the institution's Programs Serving Non-Student Minor's Policy

Yes

No

Signature of Program Sponsor

Date _____

CERTIFICATION FOR AUTHORIZING PARTY (GSC USE ONLY):

17. Name of Approving Official (Dean, Vice President, Director or Department Head)

Name:

Title:

Department:

Email Address:

Approving Official has discussed with the Program Sponsor, who has demonstrated compliance or a definite plan of action for the following minimum Policy requirements:

- **Qualifications of personnel leading and supervising the Program**
- **Alignment of the Program / Activity with the University's mission**
- **Appropriate program forms to include a Staff & Volunteer Code of Conduct**
- **Background checks for all staff and volunteers working with non-student minors**
- **Appropriate supervision ratios for program activities**
- **Safety and security planning**
- **Response protocols for injury, illness, participant misconduct and staff misconduct**
- **Transportation and housing needs**
- **Appropriate training for staff and volunteers to include:**
 - **Mandatory reporting obligations**
 - **Roles and responsibilities**
 - **Safety and security procedures**
 - **Staff & Volunteer Code of Conduct**
- **Record retention procedures**

Signature of Approving Official

Date _____

Cabinet Level Approval: _____ **Granted** _____ **Denied**

Cabinet Level Supervisor

Date _____