

MEMORANDUM

TO: Directors, Coordinators, or Overseers of Camps/Programs/Conferences/Facilities

FROM: UT Martin Department of Public Safety

DATE: May 10, 2012

SUBJECT: Minors on Campus

The President of The University of Tennessee and the Chancellors on each UT campus have directed the following actions be taken by all University employees with the primary responsibility for directing, coordinating, or overseeing camps, programs, conferences, or facilities in which minors are likely to participate this summer. The following actions will be taken with respect to those employees.

1. Ensure that a sexual offender registry check is performed on all University employees, students, or volunteers whom you reasonably believe will have direct contact with minors. To perform a sexual registry check on an individual, go to the National Sex Offender public website at <http://www.nsopw.gov/Core/OffenderSearchCriteria.aspx> and enter the person's name (insure you enter legal name-not nickname). First-time visitors may be required to agree to terms of use. This service is free and checks the mandatory sex offender registries in all 50 states.
2. Require every employee, student, and volunteer whom you reasonably believe will have direct contact with minors to sign that they have read, understand, and will comply with the attached "Tennessee Law on Mandatory Reporting of Child Abuse and Child Sexual Abuse." (You must retain the signed versions of this document).

For purposes of this memorandum, the following definitions apply:

- a) "Direct Contact" means care, supervision, guidance, or control of minors and/or routine interaction with minors.
- b) "Minor" means any person under eighteen (18) years of age.
- c) "Camp" means any kind of camp, regardless of type or duration, at which minors are likely to be participants any time. This includes camps operated by the University, whether on or off University property, and camps operated by a third party on University-controlled property. Examples include: athletics camps, academic/educational camps, and art camps.

d) "Programs or Conference" means any kind of program or conference, regardless of type or duration, in which minors are likely to be participants if the program will likely involve overnight stay by minors any time. This includes programs operated by the University, whether on or off University property, or programs operated by third parties on University-controlled property. Examples include: Governor's Schools and freshman orientation.

e) "Facility" means any University-controlled recreational or housing facility likely to be used by minors in one of the above-described camps, programs, or conferences. Examples include: student recreational facilities, swimming pools, and residence facilities.

Before the event, you must: a) sign below and send the original to the UTM Department of Public Safety, which will certify that you have completed all the actions described in this memorandum; and b) provide the UTM Department of Public Safety with a list of University employees, students, and volunteers that you identify as persons you reasonably believe will have direct contact with minors.

I CERTIFY THAT I HAVE FULLY COMPLIED WITH ALL OF THE ACTIONS DESCRIBED IN THIS MEMORANDUM.

PRINTED NAME _____

SIGNATURE: _____

ACADEMIC OR ADMINISTRATIVE UNIT OR DEPARTMENT:

DATE: _____