

## Application to Host an Event With Children Under the Age of 17

Anyone planning an event at SUNY Empire State University that involves children under the age of 17 must fill out this form and submit it to the secretary to the vice president for administration at 2 Union Ave., Saratoga Springs, NY 12866-4390, at least three weeks prior to the event. If the event is being sponsored or hosted by SUNY Empire State University or an affiliated organization (such as the Research Foundation or the Empire State University Foundation), and the event is determined to be a covered event, the sponsoring cabinet member or dean will be asked to sign this form.

Your name	
Today's date	
Phone	Email
Please fully describe the proposed event. Please in	clude: date(s) of event, event description, purpose of event, location of event, student involvement (if any) and proposed attendees (group, number, etc.).
Will the children under the age of 17: be accompanied and supervised by their parer	nts/guardians? Yes No
be accompanied and supervised by their teach	er or other group leader? Yes No
be supervised by college personnel, personnel of either, or by SUNY Empire State University s	of a college-affiliated association, by volunteers tudents? Yes No
be supervised by personnel, volunteers of a th	ird party or vendor? Yes No
Please list the names of all college personnel and s supervising the children:	tudents who are expected to be present at the event and are responsible for

Sponsoring cabinet member/dean signature\_