

MINORS PARTICIPATING IN CMU EVENTS

Title/Subject: MINORS PARTICIPATING IN CMU EVENTS

Applies to: ☒ Faculty ☒ Staff ☒ Students ☒ Student Employees ☒ Visitors ☒ Contractors

Effective Date of This Revision: July 29, 2026

Policy Owner: Executive Vice President and Provost and Finance and Administrative Services (FAS)

Purpose

Central Michigan University, through its departments, registered student organizations, and community partners, presents opportunities for children under the age of 18 to participate in a range of activities. CMU's commitment to safeguard and protect all people on its campus, extends to the protection of all minors. Resources to assist with policy compliance are found on the [Minors Participating in CMU Activities webpage](#).

Definitions

- **Chaperone:** Any person who is 18 years of age or older, and who, supervises, oversees, or otherwise interacts with minors in Program activities, or at recreational or residential facilities and has been designated by the sponsoring unit as an Authorized Adult.
- **CMU Facilities:** Facilities owned by or under the control of CMU.
- **Direct Contact:** Positions with the possibility of care, supervision, guidance, or control of minors and/or routine interaction with minors.
- **Legal Guardian:** Person who is not the minor's parent but has been legally placed in *loco parentis*.
- **Minor:** A person under the age of 18 years who is not enrolled or admitted at CMU (a person under the age of 18 who is admitted or enrolled in CMU is considered a student and is not subject to this Policy). Students who are "dual-enrolled in CMU programs or classes while also enrolled in elementary, middle, or high school are not included in this policy. Individuals under the age of 18, who are not enrolled at CMU, are not eligible to volunteer on campus at CMU events, unless supervised by a parent or legal guardian.
- **Program:** Any program or activity offered by CMU (academic, administrative, athletic, or recreational). This includes but is not limited to research laboratories, workshops, sports camps, academic camps, conferences, and all similar activities located on the campus of CMU or on an off-campus location. *Program* also includes outside groups using CMU's space. *Program* does not include research that complies with IRB guidelines, undergraduate or graduate enrollment where the minor is a student, or minors who are CMU employees.
- **Recruiting Event:** An event where the sole purpose of the event is to yield new student enrollment.
- **Sponsoring Unit:** The CMU department that offers or sponsors a Program for a third party or requests approval for housing or use of Facilities.

Policy

All members of CMU's community (and all invitees onto CMU's campus) who are in a supervisory role with respect to a minor's participation in CMU-sponsored activities are governed by this policy (faculty, staff, students, student employees, visitors, contractors). **The Sponsoring Unit Senior Officer is responsible for maintaining compliance with this policy. Recruiting Events are exempt from this policy.**

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Procedure

A Sponsoring Unit approving or offering programs that involve minors – regardless of whether the event is a CMU event or an outside group event – must register the Program with the [Minors on Campus Event Registration Form](#) sixty days prior to the event or as soon as possible.

Except for the registration component, this policy does not apply to any Program where minors are coming to CMU on a class field trip with a Kindergarten through 12th grade public, private, or charter school. In the event an outside group is inviting K-12 students to participate in a camp or event, the outside group shall still comply with the requirements of this policy.

Before planning an event including minors, please review the [Minors Participating in CMU Activities website](#). For all hosted programs, at least **30 days** before the Program, the following documentation must be submitted to Events and Conference Services:

1. Names of all chaperones
2. Written confirmation of a clean background check for Chaperones.
 - a. CMU employees who are Chaperones are required to undergo a new background check every three years. Employees must self-disclose any misdemeanor or felony convictions.
 - b. Non-CMU employees are required to undergo a new background check every three years. Non-Employees must self-disclose any misdemeanor or felony convictions.

Additionally,

1. For non-CMU hosted Programs, the outside group's proof of insurance (certificate of insurance – COI) must be provided at least 30 days in advance of the event to Risk Management, Environmental Health and Safety, and it must reflect the following details to be acceptable:
 - a. The General Liability coverage limit must be no less than \$1,000,000 per occurrence. Note: the outside group may be required to provide higher limits and/or additional lines of insurance, such as, but not limited to Auto Liability, Sexual Abuse & Molestation, Umbrella/Excess Liability, Workers' Compensation in accordance with the activity.
 - b. The certificate must name Central Michigan University as an additional insured.
 - c. The insurance policy period must be current for the scheduled activity date(s).
 - d. The dates and type of activity must be listed in the description portion of the insurance certificate.
 - e. The cancellation portion of the certificate must state advance notice of cancellation will be delivered in accordance with the policy provisions.
 - f. If the outside group is an LLC (such as an Athletics coaches' sports camps), the certificate must name Central Michigan University as the Certificate Holder.
 - g. For any insurance related issues, the Certificate Holder should be directed to:
Risk Management, Environmental Health & Safety
Central Michigan University
1303A West Campus Drive
Mount Pleasant, MI 48859
Phone: 989-774-3741

CMU also recommends, but does not require, the Sponsoring Unit to compile the following documentation:

- Signed medical treatment authorization.
- Signed media and liability releases.
- Proof of Sexual Assault and Molestation insurance coverage for non-CMU-hosted events.

Safety Precautions

For all events on campus and CMU sponsored off campus that include minors, the sponsoring unit must comply with the requirements of the Minors on Campus Handbook.

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Exemption Process

In some rare occasions, Sponsoring Units offering Programs may be exempt from portions of this policy. A Sponsoring Unit's Vice President may apply for an exemption by submitting a request to minorsoncampus@cmich.edu which will be reviewed by the Executive Vice President and Provost and the Vice President for Financial and Administrative Services. No exemptions from the [Event Registration Process](#) will be approved.

Central Michigan University reserves the right to make exceptions to modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines related to this subject.

Related Policies and Laws (Add Number & Name of Significantly Related Policy(ies))	
Appendices (Optional)	
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