INTERNAL WORKFLOW: PROTECTION OF MINORS REQUIREMENTS FOR EVENT SCHEDULERS

```
Group starts
Facilities Use
Agreement
```
→
Does Event involve minors under 18?

— Yes →
Are you an Internal Group (Faculty, University Department, Sponsored RSO)?
— No →
Are you an Outside Group (Independent RSO or Member of the Public)?
— Unsure →
```
Refer Outside
Group to EHS for
assistance.
```

— No (from "Does Event involve minors under 18?") →
```
Group signs/attests
the No Minors
Statement in
Facility Use
Agreement
```

— Yes (from Internal Group) →
```
Event Scheduler
refers Internal
Group to the EHS
website to complete
the ISU's Programs/
Activities involving
minors application
```
→
```
Internal Group
receives approval
from MACC for
event.
```

— Yes (from Outside Group) →
```
Outside Group
determines if Event
involves direct
contact with
minors.
```
— Unsure → Refer Outside Group to EHS for assistance.

— No direct contact →
```
Outside Group
completes Section
One of Space
Reservation Form.
```

— Yes, direct contact →
```
Outside Group must:
• Submit the Protection of
  Minors Space Reservation
  Form to the University
  Event Scheduler with the
  Facilities Use Agreement.
• Complete a background
  for each individual
  involved with the Event on
  behalf the Outside Group
  that has direct contact
  with minors.
```

Questions about background check? → Refer Outside Group to EHS for assistance.

```
Event scheduler
signs Facility Use
Agreement
```
← Finalize Agreement ←
← Finalize Agreement ←