

THE UNIVERSITY OF MEMPHIS

MINORS ON CAMPUS – FREQUENTLY ASKED QUESTIONS

What is the standard insurance requirement for University sponsored programs/events?

University faculty and staff do not have to procure insurance for University sponsored and approved events as those are covered by the University's self-insured status. However, if faculty or staff are procuring space for third-parties to have events, the third-party must have insurance and complete Addendum C.

Who is the division head? What is the role of the division head in the approval process?

Programs/activities involving minors on campus must be approved at the division level. For written approval of your program in Academic Affairs, the Provost is the responsible division head and approval requests can be directed to Jan Brownlee at jbrownle@memphis.edu with a cc: to the Dean. For staff, the division head is the individual serving at the Vice President level.

What is the definition of a “short-term event”?

A short-term event is defined as a day-long event with supervision from accompanying teachers, parents, and/or guardians. If minors are accompanied by a teacher, parent, and/or guardian, no background check or volunteer form is necessary.

Examples of short-term events include: informational sessions, exhibitions open to the general public, school-day field trip visits from primary/secondary schools, third-party programs, and day long competitions with no overnight stay.

Who should have a background check and how can I obtain one?

Employees (with the exception of student employees): All non-student employees should already have a background check on file. HR can verify that and can conduct one for anyone who does not have one. Currently, there are no requirements that there be periodic background checks; employees simply need to have one on file with HR.

Student employees and volunteers: Student employees and volunteers working with minors must have a background check. Departments may contact Human Resources Workforce Management at 901.678.3573. Workforce Management can facilitate the background check at cost to the department.

What is the process for checking the TN Sex Offender Registry?

The TN Sex Offender Registry must be checked for all employees and volunteers working with minors within three (3) months of the start of the program.

The program director should access the TN Sex Offender Registry website here:

<https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>.

The director must then look up each name and confirm on the signed form that the name does not appear on the registry.

When must volunteer forms be filled out?

All volunteers utilized in any University program must be registered with the Tennessee Board of Claims. Volunteers may include, but are not limited to, members of the community serving on University committees and students who provide services for various departments or programs. Student leaders (i.e.; SGA president) as well as unpaid persons in athletics and other areas are considered volunteers. The volunteer form may be accessed here:

<http://www.memphis.edu/legal/volunteerforms.pdf>.

All volunteers who work with minors are also required to have a background and sex offender registry check in addition to reviewing the training power point. The memorandum for Staff and Academic departments should be followed, including filling out Addendums A and C, the Statement of Acknowledgement, and the volunteer form.