**Checklist for Outreach Events**

An Outreach Event is any event where your Registered Student Organization brings minors onto the UCR campus. A minor is any person who is under the age of 18 (what if they are 18 and still in High School?). Outreach events, by nature, pose a lot of risk and liability challenges. Not being properly trained and prepared when working with minors could result in inappropriate behavior and potentially allegations of sexual or other misconduct. If your group hosts any sort of Outreach Event, it is imperative that you follow the checklist below to make sure you are prepared and covered for your event. Protecting the students you bring to campus, and your members, is of the utmost importance.

* Meet with your Student Life Advisor
* Call 951-827-7344 to set up a meeting with your advisor to discuss the details of your event.
* Your Student Life advisor will ask you questions regarding this list, so you should be prepared to provide information on the items listed here.
* Reserve a space on campus (if hosting workshops/etc)
* Your group’s Highlander Link page has 2 members who are Reservers (Reserve 1 and Reserve 2). These 2 members can visit <http://reserve.ucr.edu> to reserve any rooms.
* Reserving a space on campus ensures your event can be covered by the University insurance.
* If you’re taking minors to classrooms/labs, ask permission in advance and ask if students need any special equipment (ie lab coats)
* Contact Undergraduate Admissions
* Undergraduate Admissions might be able to accommodate your group by providing official tours of the university. Connecting with them at the soonest possible time is best and will give you the greatest possible chance to book a tour—at the very least, you must contact them 2 weeks in advance. Booking for tours open up a month before any given quarter. Campus Tours can accommodate up to 100 visitors per hour. Website: <http://visit.ucr.edu>.
* If you can’t solidify a tour, ask about self-guided tours.
* Solidify your Chaperone list
* You need a minimum of 2 chaperones if you’re bringing minors to campus
* For every 15 minors you bring to campus, you must have 1 adult (non-UCR student, non-Organization member, 18+ y/o) chaperone.
* Chaperones should be either parents of the minors or school officials/staff/faculty from their school.
* *If the event does not have chaperones the organization is responsible for having completed background checks for members through a University approved source. (2 minimum) These background checks can be done through the UC Police Department or through the company Praesidium for $25 a person, contact Candace at* *CCollins@PraesidiumInc.com* *and ask about background check packages for your High or Low Access Volunteers.*
* Provide waivers for the parents of the minors to sign
* The parents of the minors need to sign waivers stating that they are holding the UC Regents harmless and that they are allowing their child to attend your Outreach Event.
* Waivers hold the UC Regents harmless, not the UCR student organization hosting the event. You can create your own waiver in addition if you want to be doubly protected.
* You need to collect waivers and scan / save the files on your group’s HighlanderLink profile under the “Documents” tab.
* Waivers can be found at <http://risk.ucr.edu/waiver-voluntary.pdf>
* Connect with other relevant on-campus resources
* Contact Transportation and Parking Services (TAPS) about designated parking and drop-off areas. Depending on your event, you might need to purchase/provide parking for your guests (parking.ucr.edu).
* Contact Dining Services to make sure there isn’t anything they need from you. If you are bringing a group of people to campus who will eat at the restaurants here, it will create more traffic for them than they usually get—you want to give them a heads up so they can better serve you (dining.ucr.edu).
* Coordinate over-night stays in the Residence Halls (if applicable)
* Anyone staying overnight needs to coordinate with Residence Life. Their staff are already trained and equipped for this. The students attending will not stay with organization members but with staff working in Housing. You can coordinate what time your official event ends and when you pass on responsibility to Residence Life.
* Email Roselyn Gardea (roselyn.gardea@ucr.edu) in ResLife to coordinate days and times of any overnight stays.