

UT STUDENT ORG WORKING WITH MINORS?

The University of Texas at Austin Youth Protection Program

STEP 1: COMPLETE THE REGISTRATION FORM

If your organization needs YPP approval to become a formal UT Organization **or** you have an upcoming event involving minors, visit the YPP Website and complete the Smartsheet Student Organization Registration form under the 'Students' tab.

STEP 2: WAIT FOR AN EMAIL FROM YPP

Keep your eye out for an email from YPP Program Coordinator with the next steps.

STEP 3: YPP STUDENT ORGANIZATION MEETING

Attend a virtual Zoom meeting with the YPP Coordinator. You will share details about your organization and the event you are hosting. Our office will discuss our policy as related to Student Organizations and answer any questions you have.

STEP 4: IF HOSTING A CHAPERONED PROGRAM, SIGN THE STUDENT ORGANIZATION EXPECTATION FORM

Following the meeting, sign the Student Organization Expectation Form via DocuSign on the YPP website under the 'Students' tab. This must be completed in order for your event to occur.

STEP 5: FINAL COMMUNICATION

YPP Coordinator Carley Gardiner will communicate with Student Activities staff members if your organization and/or event is approved by our office. Student Activities will approve pending room reservations. Enjoy your event/program!

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