

MEMORANDUM

To: School Choral Director

From: Dr. Christopher Kiver, Director, Pennsylvania State University Glee Club
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Date: August 30, 2018

Subject: Requirements of Outside Organizations for Programs Involving Minors On-Campus

The Pennsylvania State University Glee Club is committed to providing a safe environment for all minors participating in activities offered at the University. The Pennsylvania State University Glee Club seeks to ensure the safety of youth participating in Men of Song and to ensure safety is not compromised; we expect that outside organizations bringing minors to our campus meet or exceed the applicable University policies.

Outside Organizations who are visiting campus must comply with all relevant aspects of University Policy [AD-39 MINORS INVOLVED IN UNIVERSITY-SPONSORED PROGRAMS OR PROGRAMS HELD AT THE UNIVERSITY AND / OR HOUSED IN UNIVERSITY FACILITIES.](#)

The following requirements must be met by the sponsoring school:

1. All individuals that interact with, supervise, chaperone or otherwise oversee minors must be in compliance with relevant background clearance requirements for interacting with children in Pennsylvania.
2. A procedure to notify the minor's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions must be established. Authorized Adults with the program, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the participation of the minors in the program.
3. Provide information to parent or legal guardian detailing the manner in which the participant can be contacted during the program.
4. A minimum of 2 adult chaperones from the organization must be present at all times, and appropriate ratios of adults to minors must be maintained. No 1:1 contact with minors is permitted.

Standards for non-residential camps and programs are:

One adult chaperone for every ten participants ages 9 to 14

One adult chaperone for every twelve participants ages 15 to 17

Please feel free to reach out directly if you have any further questions.