



## PERMANENT MEMORANDUM 16

### PROTECTION OF MINORS PARTICIPATING IN UNIVERSITY PROGRAMS

POLICY DIGEST

Monitoring Unit: Office of Risk Management  
Initially Issued: January 1, 2020

#### I. PURPOSE

The purpose of this policy is to establish rules and procedures that minimize the risk of harm to *Minors* participating in programs in which LSU assumes the supervision of Minors, wherever such programs occur, and in programs not supervised by LSU, but occurring on University property. This policy applies to all *LSU Supervised Programs wherever they are in operation, and to Non-LSU Programs operating on property owned or controlled by LSU*. However, this policy does not apply to general public events where parents/guardians are expected to provide supervision of the minors in their custody, or to events where parents/guardians are required to accompany their children. This policy also addresses which programs and activities involving *Minors* must be registered and approved.

#### II. DEFINITIONS

Authorized Adult: An adult, at least 18 years of age, who is responsible for supervising Minor(s) participating in an LSU Supervised Program and who has complied with University requirements to be recognized as an Authorized Adult for an LSU Program. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements of this policy and any special requirements of the particular LSU Supervised Program.

Authorized Guardian: Person(s) designated in writing by a parent, legal guardian, or having legal custody of a Minor, to act on their behalf.

Campus Administrator: An employee of LSU, at least 21 years of age, designated by the leadership of an LSU campus or institution as the responsible party to monitor compliance with this policy, and to notify University leadership and the Policy Administrator of any violations of this policy. A campus must have a designated Campus Administrator if it operates or authorizes programs involving Minor(s).

Local Law Enforcement: The law enforcement agency with jurisdiction over the place where LSU Supervised Program and Non-LSU Program activities are conducted.

LSU Police: The commissioned police department with jurisdiction over a specific campus.

LSU Supervised Program(s): Any program or activity where LSU assumes the supervision of Minors, in which Minors will be physically present and participating under the supervision of LSU employees or adults acting on LSU's behalf, wherever such programs may occur.

The University operated Laboratory Schools are subject to accreditation and regulation by the

Louisiana Department of Education. Similarly, Child Care Centers are licensed by the State of Louisiana and are accredited by the National Association for the Education of Young Children. University operated Laboratory Schools and Child Care Centers are not classified as LSU Supervised Programs subject to this policy; however, any programs or events held at their facilities or sponsored by those units which are not official school activities and where Minors are supervised by their faculty or administrators, are subject to the requirements of this policy.

Mandatory Reporter: Any person defined as such in Article 603 of the Louisiana Children's Code required to report known or suspected abuse or neglect of a child, which includes,

*“any person who provides or assists in teaching, training and supervision of a child, including any public or private teacher, teacher’s aide, instructional aide, school principal, school staff member, bus driver, coach, professor, technical or vocational instructor/school staff member, college or university administrator/staff member, social worker, probation officer, foster home parent, group home or other licensed child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child in a voluntary or professional capacity,” and further includes “health practitioners, mental health and social service practitioners, members of the clergy, teaching or child care providers, police officers or law enforcement officials, commercial film and photographic processors, mediators, CASA volunteers, organizational or youth activity providers and school coaches”.*

Minor: For the purposes of this policy, a person under the age of eighteen (18) years (except emancipated persons) per the Louisiana Children's Code (See Source I) and not admitted to LSU as a student as defined by the LSU Code of Student Conduct or legally employed by the University.

Non-LSU Program: A program in which Minors will be physically present and participating using any LSU facilities, property, or areas controlled by LSU, but the program is not hosted, supervised, guided or provided program oversight by LSU.

One-on-one Contact: Personal, secluded, unsupervised interaction with a single Minor without at least one other Authorized Adult or a parent or legal guardian of the Minor also present.

Parent or Guardian: A Minor's parent, legal guardian, or other person for which a program has written permission on file authorizing them to accept custody and supervision of the Minor and/or act on their behalf.

Policy Administrator: The person designated by the University as the central point of contact for all matters regarding this policy and serves as the conduit to keep University leadership informed on issues involving Minors.

Program Administrator: (A) For each LSU Supervised Program: An individual (e.g. employee, contractor, etc.), at least 21 years of age, designated and recognized by an LSU campus as the person coordinating, planning, implementing, supervising and/or committing the use of LSU facilities, personnel, or other resources for an LSU Supervised Program or (B) For each Non-LSU Program: Subject to the approval of the Campus Administrator, an individual (e.g. employee, contractor, etc.), at least 21 years of age, designated by a Non-LSU Program and recognized by an LSU campus as the person coordinating, planning, implementing, supervising a Non-LSU Program and who shall be responsible for ensuring the requirements of this policy are met. LSU reserves the right to approve or

reject any Program Administrator and to remove or replace any Program Administrator of an *LSU Supervised Program* or a *Non-LSU Program* at any time.

### III. GENERAL POLICY

*Minors* on campus must be reasonably supervised at all times. LSU reserves the right to condition, restrict, or deny access to LSU facilities and premises by *Minors or groups with Minors* at its discretion. All *Minors*, including those participating in *LSU Supervised Programs or Non-LSU Programs*, shall be subject to all University and campus policies and regulations while participating or otherwise involved in the program, and may be required to leave the program due to non-compliance. *Program Administrators* and assigned *Authorized Adults* are responsible for ensuring that *Minors* comply with all program rules, policies and regulations.

All persons participating in any way with *LSU Supervised Programs or Non-LSU Programs* must adhere to safety and other regulations addressing minors promulgated by campus law enforcement, health and safety, and other administrative offices.

It is recognized that programs have unique missions, goals, and methods. *LSU Supervised Programs* with a demonstrated need to deviate from the requirements contained in this policy must seek written approval from their *Campus Administrator* and the *Policy Administrator*.

The following programs or activities, or use of LSU facilities, properties, or areas owned or controlled by LSU must be registered with and approved by campus leadership including the *Campus Administrator*:

- A. any activity organized by LSU or with LSU's supervision, oversight, guidance or sponsorship involving one or more *Minors* where the *Minor* will be supervised by an adult employed by, or authorized to act on behalf of LSU;
- B. instances in which the person supervising the *Minor(s)* is hired or otherwise utilized under any arrangement, whether paid, unpaid or volunteer, in whole or in part for that purpose by someone other than the *Minor's* parent, guardian, or the parent's designee; and
- C. instances in which the *Minors* are to receive instruction or training, or participate in a social, athletic, or education activity on LSU property or from an LSU employee acting on behalf of LSU.

This includes but is not limited to athletic sport camps, day camps, alumni weekend activities, workshops, academic camps, mentoring programs, academic competitions, 4-H programs, field trips and conferences. Persons or groups which may involve *Minors* simply sightseeing on campus or attending an event with a ticket or pass in areas that are open to the public are not required to register as a program.

For programs sponsored by LSU, but where supervision of minors will not be assumed by the University, campuses must provide adequate controls for the protection of minors subject to the approval of the *Campus Administrator*. Any question as to whether supervision of minors will be assumed by LSU shall be decided by the *Policy Administrator*.

*A Non-LSU Program* in which *Minors* will be physically present and participating using LSU facilities, property, and areas controlled by LSU but that is not hosted, supervised, guided or provided oversight by LSU will be required to sign a contract that commits the contractor to certain types and levels of insurance coverage and to appropriate supervision of minors such as appropriate training, youth

supervisory practices, adult to minor ratios, and adequate screening of supervising adults.

**All LSU Supervised Programs must have a sufficient number of Authorized Adults to supervise the participating Minors.** All adults supervising Minors as part of an LSU Supervised Program involving Minors must be reviewed, registered, and trained in conformity with applicable law and the terms of this policy whether they are an Authorized Adult. The Campus Administrator will make any final determination on whether Authorized Adult requirements apply to a particular adult involved in an LSU Supervised Program. Conduct requirements apply to all persons involved in an LSU Supervised Program set forth in Section IV below.

**Each LSU Supervised Program is required to have a Program Administrator and an adequate number of designated Authorized Adults.** An LSU Supervised Program enrolling minors 10 years old and up may not exceed a ratio of more than thirty (30) minors to one adult; a program enrolling minors under the age of 10 may not exceed a ration of twenty (20) minors to one adult. It is recognized that unforeseen medical or mental health emergencies can arise that may make continuous supervision by an Authorized Adult difficult or impossible for short periods. Programs should plan for these eventualities to the extent possible and make reasonable efforts to minimize lapses in supervision.

**Under normal circumstances, adults should not have one-on-one contact with a Minor.** A parent or legal guardian may supervise their own *Minor* children and their guests, who are *Minors*, while simply visiting the campus or using campus facilities available to the general public. A parent, legal guardian or other adult may not act as a supervisor or in an official capacity for an *LSU Supervised Program*, including having *One-on-one contact with Minors* (other than his or her own child) during or through an *LSU Supervised Program* (including one in which his or her *Minor* child participates) except in compliance with the requirements of this policy.

**Protection of Data** All information collected by *LSU Supervised Programs* should be maintained as confidential and not shared or released except as necessary for the operation of the Program or the health and safety of the minor. Photographs and video should only be taken for program purposes by program personnel and with the express written consent of the minor's parent or *Authorized Guardian*.

**Mandatory Reporting** Any LSU faculty, staff, student, authorized adult or other adult, regardless of his or her status as a *Mandatory Reporter*, who reasonably suspects that a *Minor* participating in a *LSU Supervised Program* at any location, has been the victim of abuse or neglect shall immediately report the suspected abuse or neglect to the State's designated hotline, *Program Administrator, Campus Administrator, local law enforcement*, or the state agency responsible for child protection. Any uncertainty in deciding whether to report suspected abuse or neglect should be resolved in favor of making a good faith report.

**The Program Administrator is required to notify local law enforcement and the Campus Administrator of all incidents in which a crime may have occurred at, during, or in connection with a program involving Minors.**

**For specific rules of conduct for adults participating in LSU Supervised Programs, see section IV below.**

## **IV. PROCEDURES**

### **A. Training**

Each *Authorized Adult* must have completed all training and certifications required by law and the University including but not limited to training for *Mandatory Reporters*. Training for *Mandatory Reporters* may be completed via the standards and requirements set by the Louisiana Department of Children and Family Services (See Appendix 1).

*Authorized Adults* shall be re-trained at least once every three years after their initial training. The *Campus Administrator* shall determine how and where documentation of training is to be maintained. Unless maintained centrally by the *Campus Administrator*, the *Program Administrator* shall retain documentation that each *Authorized Adult* has completed the required training and shall produce written evidence of such training on demand. Adults participating in an *LSU Supervised Program* and who will have supervisory responsibility for minors shall undergo training that meets the same minimum standards as that required for *Authorized Adults*. The campus administrator may determine what additional training other participating adults must have.

## B. Adult Conduct Requirements

*Authorized Adults and any other adults* participating in or present during any *LSU Supervised Program* shall:

1. Use reasonable efforts to have at least one *Authorized Adult* present and supervising *Minors* participating in an *LSU Supervised Program at all times*.
2. NOT have *One-On-One contact* with *Minors* except in emergency circumstances. A minimum of one *Authorized Adult* and at least one other adult shall remain in each other's presence while supervising a single *Minor*, regardless of any parental or guardian consent, unless the *Minor's* parent or guardian is also present. At least one *Authorized Adult* should be present with a group of participating *Minors* at all times during the program. However, a single *Authorized Adult* may accompany a *Minor* while also in the presence of a *Program Administrator*, police officer, nurse, doctor or social worker.
3. NOT participate in any overnight activity under the auspices of a *LSU Supervised Program*, unless (1) one of the *Minor's* parents or authorized guardians is present or (2) one of the *Minor's* parents or authorized guardians has given express written consent and two *Authorized Adults* are present. Any overnight activity which is part of an *LSU Supervised Program* shall comply with all requirements of this policy.
4. NOT communicate via email, text message, social media, or other written methods with *Minors* at any time except for official purpose, where the communication is consistent with the mission of the program, and is a group message and the *Program Administrator* or another *Authorized Adult* participating in the program is copied. This requirement is not meant to prohibit communications between adults and minors sharing a relationship established outside of and prior to the program such as a relationship established by blood, marriage, adoption or foster care or person with whom the child resides.
5. NOT engage in or allow prohibited, abusive or illegal conduct or language of any kind toward or in the presence of a *Minor*. *Campus Administrators* should provide *Program Administrators* with the list of applicable campus policies. All prohibited or questionable conduct shall be reported to the *Program Administrator* or the *Campus Administrator*.

6. NOT strike (except in cases of self-defense), hit, or administer corporal punishment to, or touch any *Minor* in an inappropriate or illegal manner.
7. NOT pick up or drop off *Minors* at their homes or other locations ensuring that no *One-on-one contact* exists, other than the driver's own child or children, unless the *Minor's* parent or legal guardian is present in the vehicle, or has provided specific written consent and at least two (2) *adults* are present and one is an *Authorized Adult*. This requirement is not meant to prohibit this activity by adults sharing a relationship established by blood, marriage, adoption, or foster care or person with whom the child resides.
8. NOT possess, distribute, be under the influence of, or engage in the use of alcohol, or illegal drugs while supervising or otherwise in contact with *Minors*.
9. NOT possess weapons except as necessary as part of the approved activities of an approved program. This includes firearms (including but not limited to air pistols, BB guns, and paint guns), facsimile weapons, ammunition, explosives, fireworks, knives (excluding kitchen utensils), or other dangerous weapons as defined by Louisiana Revised Statute 14:2. Activities involving firearms or other weapons must be approved by the Policy Administrator.
10. NOT provide or administer prescription drugs or any medication to any *Minor* unless specifically authorized in writing by the parent or *authorized guardian* as being required for the *Minor's* care or the *Minor's* emergency treatment and an *Authorized Adult* is present.
11. NOT make sexually suggestive or explicit remarks or gestures, and/or make sexually explicit materials in any form available to *Minors* or assist them in any way in gaining access to sexually explicit materials.
12. Immediately report suspected abuse, neglect, or any other violation of the conduct requirements of this policy to the State's designated hotline, *Program Administrator* or the *Campus Administrator*, or directly to local authorities. There can be no delays in reporting to local authorities or the hotline. If local authorities or the hotline are contacted, the *Program Administrator* and *Campus Administrator* must be informed at the earliest opportunity. The *Campus Administrator* must inform the *Policy Administrator* at the earliest opportunity.
13. Report any violation of this policy to the *Program Administrator* or the *Campus Administrator*. Contact local authorities and emergency responders as necessary, and use reasonable efforts to protect the safety of the *Minors*. The *Campus Administrator* must inform the *Policy Administrator* at the earliest opportunity.
14. Report any crime or reasonably suspected criminal activity to local authorities. No delay or preliminary investigation should occur prior to notification of law enforcement. Any doubt as to whether a crime has occurred should be resolved in favor of reporting the facts and circumstances to law enforcement. The *Campus Administrator* must inform the *Policy Administrator* at the earliest opportunity.

### C. Registration of Programs

All *LSU Supervised Programs* must be registered and obtain necessary approvals from campus

administration prior to the first scheduled date of participation by *Minors*. Registration of *LSU Supervised Programs* must be accomplished in accordance with this policy, with the submittal of appropriate forms provided by campus administration.

All non-university sponsored camps, programs, or events (i.e. *Non-LSU Programs*) are required to sign a contract with the university, provide proof that a reasonable background check process is followed, and provide proof of insurance coverage to the specifications required by the university and indemnification acceptable to campus administration.

All programs must maintain and enforce written age appropriate conduct standards for participants. Such standards must be provided as part of program registration and approved by the Campus Administrator.

#### D. Background Checks for Authorized Adults

A background check pursuant to La. R.S. 46:51.2(F)(2) satisfactory to the University is required for each *Program Administrator* and each *Authorized Adult* prior to any direct participation with *Minors* in an *LSU Supervised Program* and at least once every three (3) years thereafter. Procedures and standards for background checks will be set and promulgated by the LSU Police Department and *Policy Administrator* in consultation with *Campus Administrators*. The *Program Administrator* or *Campus Administrator* will provide *Authorized Adults* with background check.

The *Program Administrator* is responsible for ensuring that each individual participating in the program as an *Authorized Adult* has had a background check, received training, and has subsequently received clearance to participate. A *Program Administrator* must be an *Authorized Adult*.

A decision by the University to not permit an individual to participate in a program involving *Minors* is at the sole discretion of the University. A request to reconsider such a decision may be made to the *Program Administrator* or *Campus Administrator*.

This policy establishes minimum standards applicable to *LSU Supervised Programs*. *Campus Administrators* and *Program Administrators* may adopt more stringent requirements than those set forth herein. The University reserves the right to require particular *LSU Supervised Programs* to adopt higher standards than those established in this Policy. Any *LSU Supervised Program* requesting a waiver or variance may petition to have a requirement of this policy waived. In addition, *LSU Supervised Programs* that are one-time or occasional events may have some of the requirements for *Authorized Adults* waived and may petition to adopt alternate protection measures (See Appendix IV). A request for waiver must be submitted to the *Policy Administrator* through the *Campus Administrator*.

#### E. Reporting Duties and Allegations of Inappropriate Conduct

Any LSU faculty, staff, student, *Authorized Adult* or other adult who becomes aware of any suspected abuse or any other violation of the conduct requirements or other tenets of this policy shall have the following responsibilities:

1. Duty to Report: The LSU Police Department is a law enforcement authority under state law. In furtherance of LSU's obligations per the Clery Act (See under "V. Sources"), as well as

Louisiana mandatory reporting laws, timely reporting to LSU Police is required. **Any LSU faculty, staff, student, *Authorized Adult* or other adult, regardless of their status as a *Mandatory Reporter*, who reasonably suspects that a *Minor* participating in a *LSU Program* at any location, has been the victim of a crime, abuse or neglect shall immediately make a report to the local law enforcement agency or the State of Louisiana's child abuse hotline, as well as report it to LSU Police within 24 hours. Note that if the crime occurs on an LSU campus that has a commissioned police force, the campus police department is the local authority. Any uncertainty in deciding whether to report should be resolved in favor of making a good faith report.**

2. LSU Department Notification: In addition to reporting the instance of suspected abuse, neglect, crimes or violations of this policy to local law enforcement, the *Policy Administrator*, *Campus Administrator*, and *Program Administrator*, the *Program Administrator* and/or *Campus Administrator* shall notify the head of the sponsoring LSU department or unit, as designated on the campus LSU Program Registration Application Form, as soon as possible.
3. Any crime or reasonably suspected criminal activity during or related to a program involving *Minors* shall be reported to *local law enforcement*.
4. Any person employed or otherwise participating in an *LSU Supervised Program* who is subject to any criminal arrest, warrant, charge, booking, citation, conviction, bill of information or plea and/or any contact from or with the Louisiana Department of Children and Family Services regarding a possible violation must report same to their *Program Administrator*, or their *Campus Administrator* or *designee* within 24 hours of such occurrence.

#### F. Sanctions

For *LSU Supervised Programs* and *Non-LSU Programs* conducted at LSU with *Minors* present, failing to comply with this policy shall be subject to warning, reprimand, probation, and/or one or more of the following sanctions:

1. Removal. At the discretion of the *Program Administrator*, *Campus Administrator*, or *local law enforcement*, *Minors*, adults, and *Authorized Adults* not meeting LSU community or program conduct standards may be required to leave the campus or other university premises. LSU reserves the right to refuse access to a campus or its premises to anyone, or deny participation in a program involving *Minors*, at any time for any reason or no reason in order to protect persons or property.
2. Program Suspension. Until any allegation of inappropriate conduct against a program, *Minor*, or adult associated with an *LSU Program* is satisfactorily resolved, LSU may choose to temporarily discontinue that program and prohibit participation of the persons involved in other programs.
3. Program Termination. Programs in violation of this policy may be denied permission to continue operation at LSU.
4. LSU Sanctions. Any violations of LSU policies by any individual will be dealt with in accordance with applicable LSU policies and procedures, which may include disciplinary



actions up to and including termination of employment or contract, being forbidden from entering or remaining on all or any portion of LSU campus or facilities, or suspension or expulsion from LSU pursuant to the applicable Code of Student Conduct.

5. Criminal Prosecution. Suspected violations of law will be referred to law enforcement authorities and may result in criminal prosecution.

#### G. Clery Act Compliance

The Clery Act is a federal law also known as the Campus Security Act that requires LSU to keep and disclose information about crime on campus. LSU Police compiles and reports this information on behalf of the University. Members of the LSU community are encouraged to use this report as a guide for safe practices on and off campus. The Annual Security Report also provides useful information on LSU policies that relate to safety on campus.

For a paper copy, contact the Louisiana State University Police Department.

## V. SOURCES

Clery Act

[http://www.law.cornell.edu/uscode/html/uscode20/usc\\_sec\\_20\\_00001092----000-.html](http://www.law.cornell.edu/uscode/html/uscode20/usc_sec_20_00001092----000-.html)

Louisiana Children's Code, Article 603

<http://www.legis.la.gov/legis/Law.aspx?d=73195>

Louisiana Children's Code, Article 603

<http://www.legis.la.gov/legis/Law.aspx?d=73195>

[Louisiana Revised Statutes, 46:51.2\(F\)\(2\)](#)

<http://www.legis.la.gov/legis/Law.aspx?p=y&d=100942>

## VI. APPENDICIES

- I. Louisiana Department of Children and Family Services Website
- II. Sample 2014 Summer Youth Camp LSU Program Application Form
- III. Departmental Contacts

## Appendix I

TRAINING STANDARDS AND REQUIREMENTS

See **Louisiana Department of Children and Family Services** *website* @  
<https://moodle.dcfsls.la.gov/login/index.php>

## Appendix II

SAMPLE SUMMER YOUTH CAMP LSU PROGRAM APPLICATION FORM  
See attached "**Summer Youth Camp LSU Program Application Form**"



## 2014 Summer Youth Camp Program Application Form

The application must be completed and returned to Finance & Administrative Services by **November 11, 2013 (COB)**. Submit one application for each camp or each session of a camp having multiple camp sessions. This application is a request to receive a priority rating. It is not a guarantee that the facilities requested will be available.

Summer Camp Program Name \_\_\_\_\_ Business Name \_\_\_\_\_

Camp is categorized as: (check one)

( ) departmental camp ( ) student organization ( ) private camp ( ) other: Specify: \_\_\_\_\_

Program Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

LSU Sponsoring Department \_\_\_\_\_ Address \_\_\_\_\_

LSU Sponsor Representative \_\_\_\_\_ Phone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

**Emergency Contact Information (Camp Administrator/Department Contact/etc.) Must provide 2 or more contacts:**

1. Name: \_\_\_\_\_ Phone Numbers: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Numbers: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Numbers: Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Expected # of Participants \_\_\_\_\_ Age Range of Participants \_\_\_\_\_

Date Program Begins \_\_\_\_\_ Date Program Ends \_\_\_\_\_

Time Program Begins \_\_\_\_\_ Time Program Ends \_\_\_\_\_

**Residence Hall Information**

Residence Hall Requested: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Residence Hall # Spaces for Males \_\_\_\_\_ # Spaces for Females \_\_\_\_\_

1<sup>st</sup> Choice Arrival Date \_\_\_\_\_ 1<sup>st</sup> Choice Departure Date \_\_\_\_\_

2<sup>nd</sup> Choice Arrival Date \_\_\_\_\_ 2<sup>nd</sup> Choice Departure Date \_\_\_\_\_

Arrival Time: \_\_\_\_\_ am/pm Departure Time: \_\_\_\_\_ am/pm

**Dining Services**

**Begins on:** \_\_\_\_\_ ( ) Breakfast ( ) Lunch ( ) Dinner **Ends on:** Date: \_\_\_\_\_ ( ) Breakfast ( ) Lunch ( ) Dinner

**Parking** - Parking Facilities Requested for # of Buses \_\_\_\_\_ # of Cars \_\_\_\_\_

**List Other LSU Facilities Needed (Indicate by Building Name):**

\_\_\_\_\_  
\_\_\_\_\_

**List Special Needs or Arrangements:** \_\_\_\_\_

LSU Sponsor Signature \_\_\_\_\_ Date: \_\_\_\_\_

LSU Athletic Director Signature (for all sports camps) \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach program description or brochure to this form. Return to:** LSU Finance & Administrative Services, 330 Thomas Boyd, Attention: Ashley Territo, Baton Rouge, LA 70803, via campus mail, U.S. mail, email to [aterrito@lsu.edu](mailto:aterrito@lsu.edu) or fax to 225 578 5403.

LSU Priority # Assigned: \_\_\_\_\_ Date of Action: \_\_\_\_\_ Initialed by: \_\_\_\_\_

## **Appendix III**

### CONTACTS LIST

#### **Louisiana Child Abuse/Neglect Hotline**

**1-855-4LA-KIDS (1-855-452-5437) toll free 24 hours a day, 365 days a year**

<http://www.dss.louisiana.gov/index.cfm?md=pagebuilder&tmp=home&pid=109>

#### **LSU Police:**

##### **Alexandria**

LSU-A Police Department  
Phone: 318-473-6427  
Website: <http://fas.lsu.edu/Departments/Police/>

##### **Baton Rouge**

LSU Police Department  
Phone: (225) 578-3231  
Website: <http://sites01.lsu.edu/wp/lspud/>

##### **Eunice**

LSU-E Police Department  
Phone: 337-550-1225

##### **Health Sciences NOLA**

LSU HSC NOLA Police  
Phone: 504-568-8999  
Website: [https://www.lsuhs.edu/administration/vcaca/campuspolice\\_contact.aspx](https://www.lsuhs.edu/administration/vcaca/campuspolice_contact.aspx)

##### **Shreveport**

LSU-S Police Department  
Phone: 318-797-5082  
Website: <http://www.lsus.edu/offices-and-services/lsus-police-department>

#### **Campus Offices:**

##### **LSU at Alexandria**

Finance & Administrative Services

Phone: (318) 473-6537  
Website: <http://www.fas.lsua.edu>

## **LSU at Eunice**

Office of Business Affairs  
Phone: 337-550-1231

## **LSU Health Sciences**

Office of Compliance Programs  
Phone: (504) 568-5135  
Website: <http://www.lsuhs.edu/administration/ocp/>

## **LSU and A&M**

LSU Finance & Administration, Summer Youth Camp LSU Programs  
Phone: (225) 578-3386  
Website: <http://www.fas.lsu.edu/>

LSU Office of Risk Management  
Phone: (225) 578-3297  
Website: <https://sites01.lsu.edu/wp/riskmgt/>

LSU Office of Human Resource Management  
Phone: (225) 578-8200  
Website: <http://uiswcmsweb.prod.lsu.edu/hrm/>

## **LSU Agricultural Center**

Associate Vice President for Administration  
Phone: (225) 578-4161  
Web site: <http://www.lsuagcenter.com>

Associate Vice President and 4-H Program Leader  
Phone: (225) 578-2196  
Website: <http://www.lsuagcenter.com/4H>

Human Resource Management Office  
Phone: (225) 578-2258  
Web Site: <http://www.lsuagcenter.com/hrm>

Safety and Risk Management  
Phone: (225) 578-2802  
Web Site: <http://www.lsuagcenter.com/safety>

## **LSU at Shreveport**

Office of Continuing Education  
Brent Wallace, Executive Director  
Phone: (318) 795-4215

