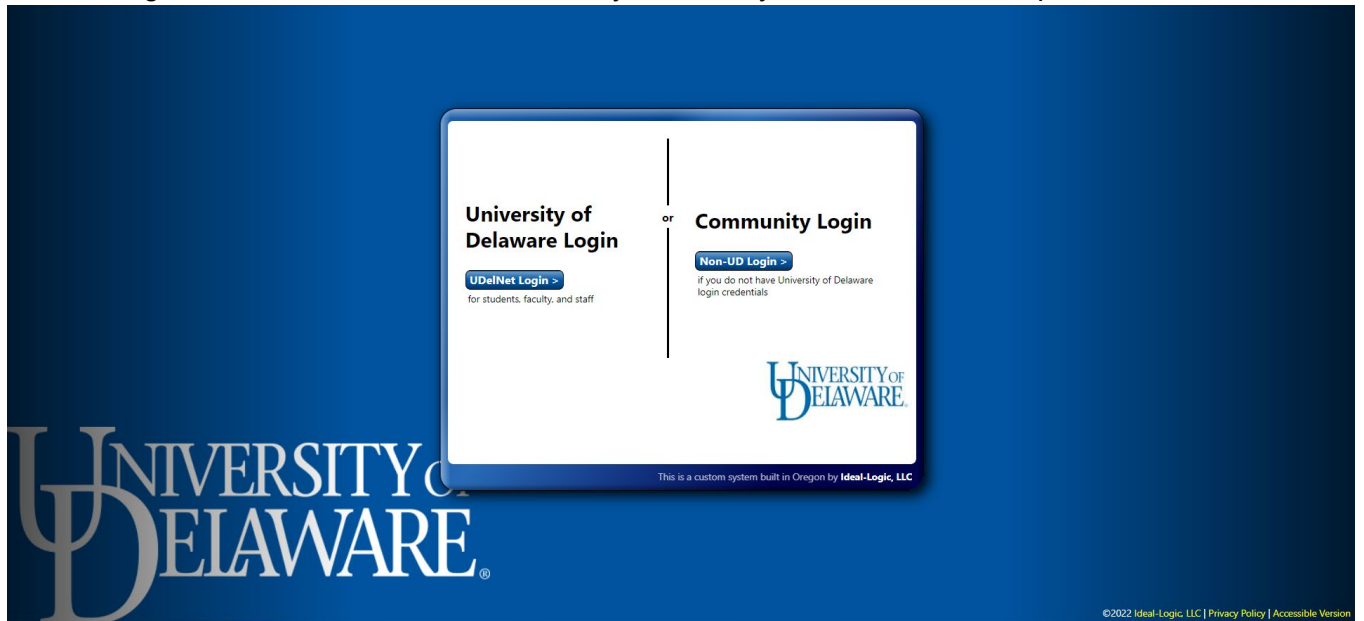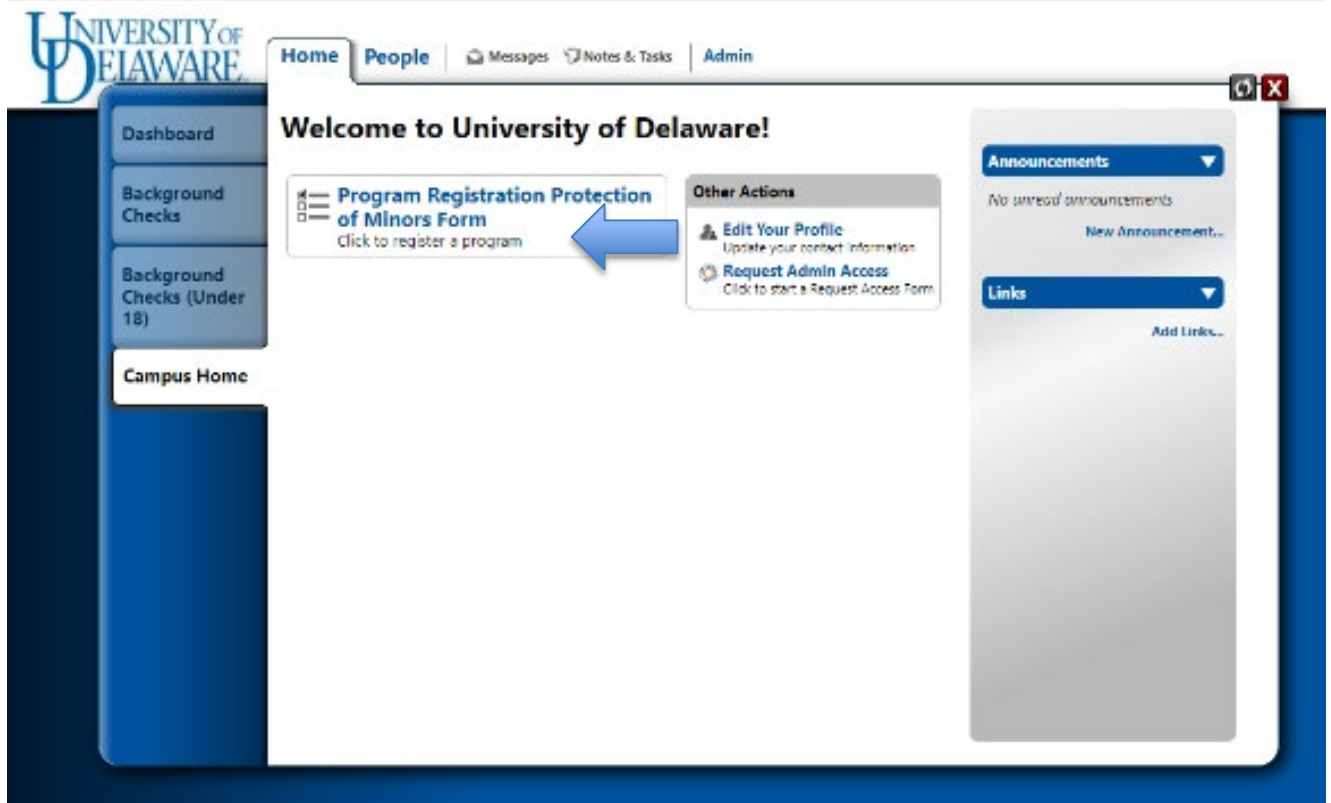1. Log into the UD Protection of Minors System with your UDelNet ID and password.

2. From the dashboard, select "Program Registration Protection of Minors Form.

3. The Screening Questions are intended to ensure programs are within the scope of UD POM Policy.
    a. If your answers indicate your program does not fall within the scope of POM policy, you are not required to register.
    b. If your answers indicate your program does fall within the scope of the POM Policy, click "Next" on the bottom right corner of the window.

New Registration

Screening Questions

1. Screening Questions
2. New Session
3. Review

Questions

Are individuals under the age of 18 a primary audience for this program?*

⦿ Yes ◯ No

Is the minor in the care, custody, and control of a parent/legal guardian at all times?*

◯ Yes ⦿ No

Is UD responsible for operation (e.g. overseeing programming, logistics, providing supervision, etc.) of this program as a sole lead, or as a lead partner with a third party?*

⦿ Yes ◯ No

Continue
Based on your answers above your program is required to be registered. Please click the Next button at the bottom of this window or the tabs on the left.

Cancel Registration   Save for Later   **Next >**

4. Click "Select a Minors Program."
   a. If you have previously registered programs, they will appear here.
   b. Create a new program by clicking + Add a New Minors Program and entering the name.

1. Enter the following about your Program:
   a. Date and Time of Program
   b. Program description. This may be copied from elsewhere if applicable.
   c. Program Website (optional)
   d. Campus Affiliation
   e. Responsible Department
   f. Location Program will be occurring
   g. Departmental Approval
   h. Program Staff under the age of 18?
   i. Active Employees within the last 12 months?
   j. Roster of Program Participants (must be submitted prior to start of program)
   k. Program Type
   l. Program Session attributes

m. Staff/Minor Ratios (estimated number of minors per age group)
n. Program Director - Responsible for Program
o. Session Contacts - in the event of an emergency this person would be contacted.
p. Authorized Adults - who will be interacting with minors (include full legal name for clearances)
q. Supervised Adults - will not be interacting with minors without Authorized Adult Supervision.
r. A Program may have multiple sessions (for example summer camp week 1, week 2).
s. Once all required fields are completed Submit Registration.