

PROGRAM REGISTRATION INSTRUCTIONS

1. Complete online registration form. Once program is registered, program managers will be notified by the Coordinator for Programs Serving Non-Student Minors.
2. Complete and sign Facilities Use Form and License/Lease Agreement (contract) if requesting use of a campus facility. FVSU-sponsored Programs are exempt from completing the License/Lease Agreement.
3. Complete online and sign all applicable staffing forms:
 - a. Volunteer Registration Form and Agreement
 - b. Staff and Volunteer Code of Conduct Agreement
 - c. Independent Contractor/Consultant Agreement
 - d. License/Lease Agreement for Short Term Use of Campus Facilities
4. Complete online and sign all applicable participant forms:
 - a. Participant Code of Conduct Agreement (Parent Form) All Programs
 - b. Media, Photo and Video Release Form (Parent Form) All Programs
 - c. Pickup Authorization Form (Parent Form) All Programs
 - d. Informed Consent, Voluntary Waiver, Release of Liability, and Assumption of Risk Form. All Programs
 - e. Participant Medical Information and Release Form (Parent Form)
 - f. Participant Self-Administration of Medication Waiver and Consent Form (Parent Form)
 - g. Participant Over-the-Counter Medication Waiver and Consent Form (Parent Form)
 - h. Consent Form for Electronic/Virtual Activities Involving Minors (Parent Form)

*Program managers will be notified once all applicable forms have been completed and program may proceed.