Programs & Events with Minors
Resource Guide for Registered Campus Organizations (RCOs)

**Rule of 3**
In any setting, virtual or in-person, always have at least three people in the room or space. It can either be 2 RCO members and 1 participant or 2 participants and 1 RCO member. This also includes email communication (If a minor email/texts an RCO member, another RCO member should also be copied on the message).

**Tip:** Encourage replies to sent and responded during business hours. Use Social Media for marketing only.

**Boundaries**
- Establish clear roles and expectations of the RCO and the participants.
- RCO members should not use 1 to 1 communication with minors outside of program hours, including social media.
- Maintain professionalism and avoid:
  - Inappropriate language & jokes
  - Ignoring policies when interacting
  - Having “favorites” and giving special attention or gifts.

**Tip:** Create a Code of Conduct for all participants to acknowledge what is acceptable and unacceptable behavior.

**Planning Checklist**
- **Request Liability Waiver**
  Complete the request form at bit.ly/RCOWAIVER
- **Meet with COVP & Risk Services**
  Meetings are Fridays 10am-12pm Visit campusorgs.uci.edu to schedule
- **Complete CANRA Training**
  Visit uclc.uci.edu
- **Establish a Supervision Plan**
  Consider the following questions:
  - How many RCO members will help staff the event?
  - How many attendees do you expect to have? Will there be enough staff to supervise?
- **Apply for Insurance**
  Register your event through uci.campusconnexionsonuc.com
- **Follow up with appropriate campus departments**
  This can include Student Center & Event Services and Student Outreach And Retention (SOAR) Center

**Reporting**
Any UCI student working with minors is considered a CANRA mandated reporter by law. They are required to report incidents of abuse they observe to authorities within 24 hours. Visit campusorgs.uci.edu for more information about reporting.

visit: campusorgs.uci.edu • contact: campusorgs@uci.edu