



Dear Regional Directors, County Directors, Regional Program Leaders, and Camp Managers,

In relation to University of Tennessee [Safety Policy 0575](#) (Programs for Minors), all UTIA programs are considered Covered Programs. As such, certain requirements must be met by our Employees and Volunteers.

We are asking counties to help with the successful completion of these requirements by **August 15, 2016**. This will cover the period of July 1, 2016 – June 30, 2017.

For purposes of this memorandum, the following definitions apply:

**“Minor” or “Child”** – any person who is under eighteen (18) years of age or who is reasonably presumed to be under eighteen (18) years of age

**“Direct contact”** – instruction, care, supervision, guidance, or control of a minor, and/or routine interaction with a minor

Carefully review the duties and responsibilities for ALL of your Employees and Volunteers to determine whether or not they will have direct contact with minors. Based on your determination, classify them according to their level of involvement. Correct classification is important to ensure the appropriate requirements are completed. The three levels are:

**Level 1** – No direct contact

**Level 2** – No overnight involvement; no more than two weeks of frequent contact/involvement

**Level 3** – Any overnight involvement or regular, frequent contact for longer than two weeks

The attached Decision Trees and “Procedures for Programs for Minors” for 2016-2017 provide further details regarding classification and requirements, including background checks, registry checks, required form(s), and training. Successful completion of these requirements is to be tracked in SUPER.

If you have questions, contact your Regional Office.

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