



# WPI

## RESOURCE GUIDE FOR PROGRAMS WITH MINORS

**WPI is committed to protecting the safety and well-being of all members of its community, including minors who are participating in events, activities, or programs on campus, off campus, or online that are run by WPI or by a third-party sponsor through WPI or on WPI's behalf. This resource guide is to help outline the main steps to take if running an event/program involving minors. The full policy can be read [here](#).**

### **STEP 1: APPLY AND OBTAIN APPROVAL FOR THE PROGRAM**

The person in charge of the Program or their designee ("Program Director") must submit a [Program Involving Minors Registration](#) Form online at least sixty (60) days prior to the Program's start date.

### **STEP 2: PARENT/GUARDIAN WAIVER & PERMISSION FORM(S)**

For all Programs, the parent/guardian of each Minor must complete a Participant Waiver and Permission Form.

- [Click here](#) for Programs sponsored by WPI offered primarily in person.
- [Click here](#) for Programs sponsored by WPI offered primarily online.
- [Click here](#) for Programs sponsored by a third-party.

### **STEP 3: CONDUCT BACKGROUND CHECKS**

The Program Director must submit CORI forms for all adults who will have direct and unmonitored contact with Minors to Talent & Inclusion.

You must include:

- [Acknowledgement Form](#)
- [Disclosure and Authorization Form](#)
- [Other Disclosure Form](#)
- A copy of their government ID

For Programs sponsored by a third party, the third-party sponsor must provide evidence to WPI that a background check was completed on all Program Directors and supervisors, and all adults who will have direct and unmonitored contact with Minors.

### **STEP 4: ONLINE TRAINING ON "PROTECTION OF CHILDREN"**

The Program Director will need to provide Talent & Inclusion with a list of individuals and their email addresses for an invitation link to [The Protecting Children Learning Program](#).

For Programs sponsored by a third party, the third-party sponsor must provide [evidence](#) to WPI that such training was completed, and WPI may request any additional information it deems necessary to ensure that the third-party sponsor has met the training requirements of this Policy.

### **STEP 5: BEHAVIORAL EXPECTATIONS ACKNOWLEDGEMENT FORM**

All individuals working with Minors are required to sign the Behavioral Expectations Acknowledgement Form that reviews the behavioral expectations of this Policy.

[Click here](#) for programs offered primarily online.

[Click here](#) for programs offered primarily in person.



### ADDITIONAL RESOURCES

#### GENERAL COUNSEL:

If you are creating a new program for minors you are encouraged to contact the Office of General Counsel (OGC). This is to make sure your program is in line with WPI's policies and procedures.

**Phone:** 508-831-6993, **Email:** [OGC@wpi](mailto:OGC@wpi)

#### EVENTS OFFICE:

The goal of the Events Office is to schedule and coordinate events in campus spaces based on suitability and the best interest of the university. The Events Office wants to partner with people to make their events as successful as they can be. In an effort to streamline the process and prevent miscommunication, the Events Office has guidelines and policies in place. Click [here](#) for an event planning check list. **Phone:** 508-831-5613,

**Email:** [events@wpi.edu](mailto:events@wpi.edu)

#### 25LIVE:

25Live is our campus event management system. Requests for use of University spaces, including outdoor locations, for events or meetings should be entered into 25Live unless managed by another system (e.g. Tech Suites located in the Library or Innovation Studio should be requested through LibCal). Requests are generally handled within two business days. Click [here](#) to login.

#### FACILITIES:

The Facilities Office works closely with the Events Office on a daily basis to ensure the success of events here on campus. To minimize duplications and ensure all requests are accounted for, please make sure to direct requests to the Events Office including requests for additional resources. They will enter work orders if necessary. Labor and Rental Cost can be found [here](#). **Phone:** 508-831-5500, **Email:** [facilities@wpi.edu](mailto:facilities@wpi.edu)

#### DINING:

Chartwells manages the dining services at WPI, and many dining locations around campus.

Denis Brown, Resident District Manager-**Phone:** (508) 831-5685 **Email:** [dbrown5@wpi.edu](mailto:dbrown5@wpi.edu)

Shavaun Cloran, Registered Dietitian-**Phone:** (508) 831-5144, **Email:** [scloran@wpi.edu](mailto:scloran@wpi.edu)

Morgan Dining-**Phone:** 508-831-5253, **Email:** [kwhite@wpi.edu](mailto:kwhite@wpi.edu)

[Chartwells Catering](#) is the sole provider for all the special events needs for WPI.

Catering-**Phone:** 508-831-5700, **Email:** [catering@wpi.edu](mailto:catering@wpi.edu)



# WPI

## RESOURCE GUIDE FOR PROGRAMS WITH MINORS

### CAMPUS POLICE:

The WPI Police will provide event organizers with special parking instructions regarding parking in designated areas. Organizers of large events should work with WPI Police to arrange for traffic control and safety and parking away from heavily used areas of the campus (a minimum of two-week notification is needed).

**Phone:** 508-831-5433

### RESIDENTIAL SERVICES:

The Housing & Residential Experience Center (H.R.E. Center) provides a housing environment and residential experience that is focused on supporting students through personal growth, leadership opportunities, academic achievement, and student engagement. **Phone:** 508-831-5645, **Email:** [housing@wpi.edu](mailto:housing@wpi.edu)

Emma Nelsen-Housing Conference Coordinator- **Email:** [enelsen@wpi.edu](mailto:enelsen@wpi.edu)

Matthew Foster-Director of Housing & Residential Experience- **Phone:** 508-831-5645, **Email:** [mfoster@wpi.edu](mailto:mfoster@wpi.edu)

### WPI IDS:

Steps to request ID cards for students, staff, and/or faculty can be found [here](#).

**Email:** [idoffice@wpi.edu](mailto:idoffice@wpi.edu)

### CARD ACCESS:

If you want to request temporary building or parking garage access **Email:** [campuscardaccess@wpi.edu](mailto:campuscardaccess@wpi.edu)

### IT SERVICES & SUPPORT:

If you want to request a guest WIFI password contact IT. **Phone:** 508-831-5888, **Email:** [its@wpi.edu](mailto:its@wpi.edu)

### ACADEMIC TECHNOLOGY CENTER:

The ATC also supports campus events through the delivery of AV technical assistance and equipment loans.

**Phone:** 508-831-5220, **Email:** [atc@wpi.edu](mailto:atc@wpi.edu)

### TALENT & INCLUSION:

Talent & Inclusion has a Hiring Toolkit that provides guides, tips, checklists, templates and resources for hiring managers to support you in all phases of the hiring process. Click [here](#) to access the toolkits.

**Phone:** 508-831-5470, **Email:** [talent@wpi.edu](mailto:talent@wpi.edu)



# WPI

## RESOURCE GUIDE FOR PROGRAMS WITH MINORS

### HEALTH SERVICES:

Please check-in with Health Services to see if additional staffing is required.

**Phone:** 508-831-5520, **Email:** [SHS@wpi.edu](mailto:SHS@wpi.edu)

### ACCESSIBILITY SERVICES:

The Office of Accessibility Services (OAS) coordinates accommodation services and support to assist students with documented physical, learning, sensory, psychological, and developmental disabilities during their time at WPI. **Phone:** 508-831-4908, **Email:** [accessibilityservices@wpi.edu](mailto:accessibilityservices@wpi.edu)

### TRANSPORTATION:

WPI does not offer a specific transportation service through the university. Below is a list of companies that have worked with our students in the past.

Joey's Limo <http://www.joeyslimousine.com/>

Wachusett Limo <http://www.wachusettlimo.com/>

Knights Limo <https://www.knightslimo.com/>

### NEARBY AIRPORTS:

Below is a list of airports:

Bradley International Airport [Bradley International Airport | Love The Journey! \(bradleyairport.com\)](http://www.bradleyairport.com)

Logan Airport [Boston Logan International Airport \(massport.com\)](http://www.massport.com)

T.F. Green Airport [Rhode Island T. F. Green International Airport | PVD | Rhode Island \(pvdairport.com\)](http://www.pvdairport.com)

Worcester Regional Airport [Worcester Regional Airport \(ORH\) \(massport.com\)](http://www.massport.com)

### NEARBY HOTELS:

[Courtyard Marriot](#) located on Grove Street

[Hampton Inn](#) and Suites located on Prescott Street

[Hilton Garden](#) Inn located on Major Taylor Blvd

[Holiday Inn Express](#) located on Summer Street

[Homewood Suites by Hilton](#) located on Washington Square