

Guidelines for Hosting Minors in RIT Housing: Department/Program Coordinator Checklist

- Obtain approval from appropriate senior management.
- Review [RIT's Guidelines for Protecting Minors on Campus](#).
- Have parents sign [Waivers](#). Obtain emergency contact information from parent/guardian.
- Have guests sign a Behavior Contract. Set and document ground rules including but not limited to off-campus travel by minors/hosts as well as parental requirements to remain in the Rochester area.
- Select Student Hosts:
 - ✓ Students should be selected based on leadership qualities (for example, Resident Assistants (RA), Orientation Assistants (OA), captains or senior members of sports teams, etc.) and reference checks.
 - ✓ Experience working with children is preferred.
 - ✓ Process [background checks](#) (sex offender registry) through Human Resources
 - ✓ Run student conduct background check
 - ✓ Have hosts sign a behavior contract (noting responsibilities and student conduct accountability)
 - ✓ Obtain roommate approval (Center for Residence Life will take the lead on this process).
- Provide program coordinator's contact information, list of students along with assigned rooms, roommate/host, and parent's emergency contact information to Public Safety (Gary Moxley gdmcps@rit.edu), Residence Life (Harold Fields hofrla@rit.edu) and Housing (Carla DiLella csd1223@rit.edu) **at least 72 hours prior to the group's arrival**.
- Public Safety will provide special attention to the floors/halls.
- Provide appropriate training including emergency response, Title IX and suspected abuse notification procedures to hosts. For more information, contact Jody Nolan, Environmental Health & Safety (jbnehs@rit.edu).
- It is a good idea to plan an appropriate amount of supervised activities/programming to cover most of the stay.
- Report any allegations of inappropriate behavior by RIT staff/faculty/hosts/guests, injuries, or accidents to Public Safety (475-3333) immediately. Public Safety staff is trained to make the appropriate notifications to RIT senior management and/or law enforcement.