



REQUIREMENTS AND CERTIFICATION BY THIRD- PARTY SPONSOR OF COMPLIANCE WITH POLICY ON PROGRAMS INVOLVING MINORS AT NORTHEASTERN UNIVERSITY

Program name: _____

Program date(s): _____

- **Third-Party Sponsors must acknowledge that they have received, read and understand Northeastern University's current Policy on Programs Involving Minors and Code of Conduct.**
 - **Third-party sponsors must obtain signed Parental Consent Forms for each participating minor.**
 - **Third-party sponsors must obtain permission for Northeastern University and/or its designees to record, film, photograph, audiotape, videotape, interview and/or publicly exhibit, display, distribute and/or publish their likeness, appearance and or spoken words in any form and for any purpose worldwide to perpetuity and without compensation.**
- **Third- Party Sponsors must certify that all persons who will be acting as Responsible Adults in their Program (as defined by Northeastern University's Policy on Programs Involving Minors) have completed:**
 - **Required Training that complies with M.G. L. c. 119, §51A;**
 - **Self-disclosure forms; and**
 - **Criminal background checks (CORI/SORI)**
- **Third-Party Sponsors must keep a current list of names and contact numbers of all Responsible Adults and make the list available promptly to the University upon request.**
- **Third Party Sponsors must maintain at its own expense, general liability insurance including sexual abuse and molestation coverage with limits of at least \$2M per occurrence/\$4M aggregate throughout the duration of the program. If coverage is written on a claims-made basis, coverage or extended reporting period must be maintained for a period of 6 years following completion of the program. Minimum limits may be achieved through a combination of primary and excess/umbrella if the primary policy limits do not meet the minimum requirement. Third Party Sponsor must provide acceptable evidence of coverage in order to receive approval for the program.**
- **PLANS AND PROCEDURES. Third-Party Sponsors must prepare, maintain and provide upon request, written plans and procedures for:**
 - a. **Communications and notifications for participants and parents/guardians, including for emergencies and program disruptions;**
 - b. **Medical emergencies;**
 - c. **Transportation, if applicable;**
 - d. **Supervision and staffing ratios; and**
 - e. **Rules of conduct for participants in the Program.**

CERTIFICATION

On behalf of _____, I hereby certify that our organization meets the above three requirements of Third Party Sponsors.

_____ Date: _____
Authorized Representative of Program or Third-Party Sponsor

Print Name: _____

Title: _____

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