



UNIVERSITY OF WISCONSIN-LA CROSSE (UWL)
YOUTH PROTECTION
CAMPUS VISIT PROGRAM GUIDELINES & EXPECTATIONS

Welcome to UW-La Crosse (UWL)! We are excited to have you on our campus. UWL is committed to the wellbeing, safety, and protection of minors on campus. We value the collaboration from visiting groups to help us achieve this goal. Please note that UWL is currently finalizing our youth protection processes and appreciate your patience and understanding. Final protocols and requirements may be different.

As part of UWL's Youth Protection policy, visiting groups are expected to maintain the following items. UWL will not collect or ask groups to produce them during the visit. UWL may ask the Activity Director (point person for the visiting group) for copies of the following forms in case of an audit. Information that visiting groups collect from their participants as part of a campus visit may be subject to audits and must be kept for 7 years following a youth activity in accordance with Wisconsin State Law.

1. **Field Trip Forms:** Visiting groups should have completed field trip forms for all youth participants. Groups are free to use their own templates or use the [UWL Field Trip template](#).
 - a. Please note that media may be present during to photograph and/or film the campus event. We ask that visiting groups include a media release waiver in their field trip/permission slip for parents/guardians to review. Please connect with your UWL host for more information regarding media release.
2. **Staff Roster:** Visiting groups should have a complete staff roster (including volunteers and paid staff) on file. This will help document attendance in case follow-up is required in the event of an incident report.
3. **Supervision Ratios:** Visiting groups are expected to supervise their youth during their visit to our campus. A minimum of two supervising adults are required for all field trips. UWL requires a supervision ratio of 1 chaperone for every 10 students. If students will be solely in classroom spaces for their stay, the expected supervision ratio is 1 chaperone to 18 students. It is our expectation that the visiting group provides the following to their supervising staff: an agenda of the event and a youth supervision plan.
4. **Background Check Compliance:** All visiting groups confirm that supervising staff have received and passed background checks. If the visiting organization is unable to perform background checks, UWL can run these at the expense of the program.
5. **Insurance:** Visiting groups must have appropriate insurance to cover all attending youth and staff. Organizations, such as public schools, should already have coverage and no additional insurance is required.
6. **Campus Visit Emergency Plan:** Visiting groups must maintain an emergency plan shared with all adult staff. Groups are free to use their own templates or use the [UWL Emergency Plan template](#). It is assumed that the visiting group has information on youth health and emergency contact on file.
 - a. **For reference: Campus Facilities Policy:** <https://www.uwlax.edu/reservations/policies/>

Behavioral Expectations:

The Activity Director will communicate the following "student guidelines" to their students:

- Wear comfortable walking shoes & be prepared/dress for the weather
- Visitors are expected to conduct themselves in a courteous and respectful manner.
- Visitors will use a voice level that is appropriate while inside campus buildings.
- Visitors will not leave the group or chaperone(s) at any time during the visit.
- Visitors and groups that are deemed unruly or unmanageable by the hosting department staff and campus venue staff will be asked to change their behavior. If the visitor or group continues disruptive behavior, the presentation, tour, or entire visit will end.

Event Staff Expectations:

3rd Party Youth Program Acknowledgement Form - Campus Visit Program Guidelines & Expectations

Visiting group staff are expected to comply with campus policies. The following behaviors are prohibited in accordance with our [Guiding Principles](#).

- Abusive language, threatened violence, or inappropriate behavior towards other staff and participants
- Possession or use of tobacco, alcoholic beverages, or illegal drugs on campus property or reporting to the program while under the influence of drugs or alcohol
- One-on-one interactions with any youth before, during, or after any program
- Individual entry into participant sleeping spaces
- Conduct endangering the life, safety, health, or well-being of others
- Failure to follow any campus or UWL policy, including but not limited to sexual assault, violence, harassment policies, mandated reporting procedures, or emergency procedures
- Gift-giving to participants or other staff
- Sharing private spaces with minors, such as bathrooms and showers – follow outlined times and locations for adults and staff

Reporting:

Visiting Activity Directors are considered Mandatory Reporters to the UWL campus. All other adult staff are expected to report using a planned reporting tree. Activity Directors shall be trained on the same reporting obligations assigned to UW System employees under Wisconsin Executive Order #54 and in relation to sexual harassment/ sexual violence.

UWL STAFF EXPECTATIONS:

We have heightened expectations of our staff when youth are visiting our campus. Please confirm with youthprotection@uwlax.edu if the UWL host department will be providing any supervision support, as a separate meeting will be required.

REQUIRED INFORMATION: **Send in email to youthprotection@uwlax.edu, cc any relevant UWL Host staff.*

Activity Contact Information (name, cell & email): _____

Name of Visiting Organization: _____ Visit Date: _____

UWL Activity Name: _____ Host Department (if applicable): _____

Campus Location: _____ Expected Number of Students in Attendance: _____

Number of adult chaperones in Attendance: _____

I confirm that I have read through UWL visit expectations. Our supervising adult staff have already or will have completed background checks completed prior to the campus visit such that a minimum ratio of supervision is met. *(Additional staff may assist but will not count towards the ratio nor be solely responsible for the youth.)* This group acknowledges that UW-La Crosse will not assume responsibility for the custody, control, and care of minors at any point during the event/activity. I will notify UWL of any cancelations at least 24 hours prior to the visit.

(Visiting Activity Director Signature) _____

Date _____