



**MIDDLE TENNESSEE STATE UNIVERSITY**  
Office of Compliance and Enterprise Risk Management

## Compliance Tips of the Month

### Minors on Campus

As we approach the season of Summer camps, below are some reminders regarding hosting Minors on Campus as part of any University-sponsored event or camp. The following information is provided courtesy of Jeff Farrar of the Office of University Counsel from his presentation regarding [Minors on Campus](#).

1. **The reporting procedure.** Call University police immediately at 615-898-2424 followed with a call to 1-877-237-0004 (The TN Dept. of Children's Child Abuse Hotline). Please refer to Jeff's presentation (attached) for additional reporting procedures (the reporting procedure includes notifying your Division VP, University Counsel, and Title IX Coordinator). MTSU's Title IX Coordinator is Dr. Marian Wilson.
2. **Mandatory reporting.** Reporting suspected cases of child abuse or neglect is the law (T.C.A. § 37-1-403).
3. **Remember the Policy.** Individuals sponsoring MTSU camps or events on campus involving minors are expected to follow [Policy 101](#).
4. **There are exceptions.** Policy 101 does not apply to single day events that begin and end between the hours of 8am and 4:30pm. For a list of additional exceptions, please refer to Jeff's presentation, which is hyperlinked above.
5. **Staffing Ratios.** Camps must have a minimum ratio of authorized adults to camp participants, which is based on the age of the campers and the number of participants. Please refer to Jeff's presentation for additional information.
6. **Authorized Adults.** Individuals younger than age 18 are not allowed to supervise, chaperone, or oversee minors in program activities. Thus, "Authorized Adults" means individuals over the age of 18, as minors cannot supervise minors. Please note that there are additional requirements for "Authorized Adults." Please refer to Jeff's presentation for additional information.
7. **Background checks.** Authorized Adults must take, and pass, a background check.

8. **Contact with Minors.** One-on-one contact between an Authorized Adult and a minor should be avoided at all times. If an Authorized Adult at a camp, event, or elsewhere, needs to contact a minor, more than one adult should be involved in the interaction (a minimum of two adults). This includes both in-person communication and communication on social media, email, and text messaging.
9. **Absolute Prohibitions.** Authorized Adults supervising minors are prohibited from:
  - a. Entering the room of a minor.
  - b. Entering the bathroom facility where minors are present.
  - c. Entering any other similar area of minors without another authorized adult in attendance. Please see Jeff's presentation for additional details.
10. **Additional questions or concerns.** Contact Jeff Farrar, Associate University Counsel at [Jeff.Farrar@mtsu.edu](mailto:Jeff.Farrar@mtsu.edu), or Sondra Wade, Assistant University Counsel at [Sondra.Wade@mtsu.edu](mailto:Sondra.Wade@mtsu.edu).

Thank you, and have a good month.

Contact: [Carem@mtsu.edu](mailto:Carem@mtsu.edu)  
Cope Administration Building, Room 119  
1301 E. Main Street  
Murfreesboro, TN 37132

I AM *true* **BLUE**.

MIDDLE TENNESSEE STATE UNIVERSITY