



## DECLARATION OF AN ACTIVITY INVOLVING MINOR CHILDREN

As per *Policy Concerning Minors on Campus* ([VPS-8](#))

Updated July 5, 2011

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- Pursuant to the *Policy Concerning Minors on Campus* ([VPS-8](#)), this Form must be completed by the person(s), unit(s) or department(s) organizing, responsible for holding or supporting an activity involving minor children under the age of eighteen (18) ("Minors") on Concordia University premises ("Campus").
- An activity involving minors includes but is not limited to: day camps (ex: sports, science), music lessons (group or individual) and courses (group or individual). (the "Activity").
- This form must be completed and a copy remitted to the University's Insurance Specialist at least 30 days prior to the date that the Activity is scheduled to take place.

**IMPORTANT:** All parents or legal guardians of a Minor participant must fill out the [Parental Waiver](#)

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Name of the Organizer:

Unit/Department:

Extension:

Name and description of the Activity (provide an example of the daily schedule and documentation, when available, describing the Activity):

Price of the Activity (per day/week/session, as applicable):

Dates of the session(s) of the Activity:

Location of the Activity (including a description of travel/field trips, where applicable):

Will transportation be used or provided (ex: field trips) during the programme? Please provide details:

Number of Minors participating in the Activity (globally and per session):

Number of instructors/counselors hired and ratio of instructor to Minor:

\_\_\_\_\_  
**Signature of Organizer**

\_\_\_\_\_  
**Date**