



Office of Ethics, Compliance and Enterprise Risk

Third-Party Programs or Non-University Organizations Helpful Information

A third-party program is a Non-University organization that utilizes Rice university's space for an activity or program involving minors as per defined in Rice's Policy [811](#). Third party programs hosted on campus involving minors are required to follow [Policy 811](#). The specific requirements of this policy must be incorporated into any contract or subcontract that involves minors in order to hold programs on-campus or involving Rice at off-campus locations. This includes:

- Background check within the last three years
- Child protection training within the last two years
- Participation agreement and release of liability
- [Program registration](#)

To register a third-party or Non-University Organization program:

- Visit the [program registration](#) site and create a Community Login.
- Email the Youth Protection Manager at youthprotection@rice.edu with the name and email of the individual that created an account and will be completing the registration.
- The Youth Protection Manager will notify the individual when they are approved to begin the registration process.
- If you have previously registered your third-party or non-university program with our office, then you can proceed with the steps below.

Program Registration

- Login to the [program registration](#) site.
- Select the Program Registration Form
- Answer the pre-screening questions then select Next.
- Select a Minor Program – if this is your first time registering your program, then you will need to add a new minor program. Please use the name of the camp/activity you will be hosting to create this program.
- Session name – Please be as specific as possible. I encourage you to put the year, semester or dates in the title. *Ex. Elite Tech Summer 2024 Camp or Elite Tech June 1-5 Camp*
- Date and time of session – Please be as specific as possible.
- Program description – Please be as specific as possible
- Sponsoring department – many third-party programs work with a department at Rice in the planning process. Please include this department here. If the only department you work with is Housing & Dining for space reservations, then select Housing & Dining under departments.
- Location – please select all the locations that you have requested to use at the time of registration. This section can be updated and should as the program start date gets closer.
- Chart of Accounts – This information is required if you will be using Rice's background check system. If you plan on using Rice's background check, a Chart of Accounts will be included for you.

- Facilities License Agreement – Please include a copy of your contract with Housing & Dining or any other campus departments here or under additional documents once it has been signed. You may submit a blank document and update the contract later once it has been finalized.
- At least 20 minors in attendance for 4 consecutive days – This question is required because our office has to send information to the state of Texas if a program has 20 minors for at least 4 consecutive days. A sample document will be included in the registration or can be accessed on the [website](#).
- Number of participants – Please include the total number of participants you will allow to register for this program. This total can be updated closer to the program start date.
- List of participants – A blank document can be uploaded as you complete the registration process. The complete list of participants must be updated by the last day of the program.
- Laboratory information – If you will be using hazardous materials that will need special disposal after your program, please select yes on this question. Our Environmental Health & Safety team will be notified of the materials you will be using.
- Emergency action plan – This information is necessary for every third-party group or Non-University Organization hosting a program. There is helpful information in the form and on our website to help fill this out. Please reach out to your sponsoring department or the Youth Protection Manager (youthprotection@rice.edu) if you need assistance. This information must be located at the program site for the duration of the program.
- Program Sponsor vs. Session Contact vs. Authorized Adult – The program sponsor can be individuals from the third-party program or Non-University Organization that oversee the logistics of the program for the entire summer. Please also include the representative from Rice in the program sponsor list that is part of the sponsoring department. The session contact should be an individual that is the on-site contact for the program for its duration. A cell phone number must be included for these individuals. Authorized Adults are anyone that will be having direct contact with minors throughout the program. This may include daily camp/program staff, session contacts and program sponsors.