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Description automatically generated

**Youth Activity Authorization Template**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth activities, including third-party youth activities, require approval from a school, college, or division’s dean or director, or their designee, as part of the registration process. The university’s school, college, or division responsible for authorizing youth activities and third-party youth activities is called the authorizing unit. A single university school, college, or division must be identified as the primary authorizing unit for each youth activity/third-party youth activity. Approval needs to be in writing.

The youth activity/third-party youth activity known as       will be held under the auspices of the University of Wisconsin-Madison or on university property.

Start date:       mm/dd/yy   
End date:       mm/dd/yy

Location(s):

**General description of the youth activity:**

**Program or Activity Director:** (UW faculty/staff member designated to oversee this activity)    
Name

NetID

Phone         
Email (wisc.edu)

**Campus Unit**

**Authorizing Unit:**  
Name

School / College / Division

**Youth Protection Designee:**

Name

