

**Activities**

**Covered Activity Staff**

**Protecting Minors Activity Registration Form**

Click to start a new covered activity (camp, program, activity or event involving minors) registration. **This is ONLY for individuals overseeing or in charge of covered activities.** If you are simply working or volunteering in one, please see the red Action Required box at the top of the Home menu to review/complete your outstanding requirements.

**Resources**

- Background Screening Guide
- Campus Security Authority (CSA) information for Covered Activity Administrators
- Conduct forms for adults and youth participants
- USC Consent Forms
- Emergency Management Planning Guide
- Covered Activity Evaluations
- Live Scan Information
- CampDoc Resources
- Summer 2025 Information Session Resources

**Links**

- Office of Youth Protection & Programming Website
- Reporting Webpage
- USC Protecting Minors Background Screening Guide
- U.S. Center for SafeSport Centralized Disciplinary Database
- Registration Roadmap
- Youth Protection Reporting Signage

Add Links...

<https://apps.ideal-logic.com/uscypp>

Only one person per school/group needs to fill out the registration. You will list all chaperones and their email as covered activity staff in the registration.

**Red Activity**

**Screening Questions**

**Questions**

Answering the following questions can assist us in determining if your engagement with minors may be considered a covered activity that requires registration and approval from our office, as described in USC's Protecting Minors Policy.

Will any participant be under the age of 18?\*

Yes  No

Cancel Covered Activity Save for Later **Next >**

You'll go through a series of screening questions. Based on your answer to these questions will determine what information we need from you.

- 1: Yes
- 2: No
- 3: No
- 4: Yes

**Covered Activity**

**Group or Entity**

Select/Add the name of the overarching group or entity that is offering the activity you are registering. For example, USC Viterbi K-12 Stem Center, USC Volleyball, your RSO name, etc. In some cases, this might be the same as the name of the activity you'll list below.\*

Science Based Academic Tournaments [Remove](#)

[Select Youth Program](#)

**Copy From Previous Covered Activity**

Would you like to copy from a previous covered activity?

Yes  No

**Group or Entity:**

Science Based Academic Tournaments

No you will not be copying from a previous activity

**Covered Activity**

**Covered Activity Name\***

Provide the name of the specific activity you're registering.

YOUR SCHOOL Science Olympiad 2026

**Covered Activity Dates**

Enter the first and last day this Covered Activity occurs.

Single Day  Multiple Days

Date	Start Time	End Time
mm/dd/yyyy	All Day	Not Specif

[+ Add to Schedule](#)

**Covered Activity Information**

Is this a recurring covered activity and/or do you anticipate holding this activity again in the future?\*

Yes  
 No  
 Unsure

**Sponsoring Division/School\***

USC Viterbi School of Engineering [Remove](#)

[Select a Division/School](#)

**Sponsoring Unit Person\***

[Select a Person](#)

Covered Activity category (choose most applicable):\*

Academic Enrichment

[More Below - Scroll Down ↓](#)

**Covered Activity Name:** Name of School x National Science Olympiad 2026

**Dates:** Multiple Days, May 22-23, 2026

\*must include times, 7am - 9pm\*

**Type of Recurrence** Daily

**Sponsoring Division/School:** Viterbi School of Engineering

**Sponsoring Unit Person:** Brian Lam,  
[blam2217@usc.edu](mailto:blam2217@usc.edu)

Continue to fill out questions how you see fit.

<p><b>Covered Activity Type*</b></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> USC school or unit/USC Athletics</li> <li><input type="radio"/> Recognized Student Organization (RSO)</li> <li><input type="radio"/> Non-university entity or organization (Third Party)</li> </ul> <p>Who is your Covered Activity Administrators direct supervisor/manager?*</p> <p><a href="#">Select a Person</a></p> <p>What is their title?*</p> <input type="text"/>	<p><b>Covered Activity Type:</b> USC School or unit/USC Athletics</p> <p><b>Covered Activity Admin direct supervisor/manager:</b> Erik A Johnson</p> <p><b>What is their title?</b> Viterbi Vice Dean</p> <p><b>Is this Covered activity affiliated or collaborating with another non-USC organization or entity (other than a PreK-12 school)?</b> Yes</p> <p><b>Name of organization</b> Southern California Science Olympiad</p>
<p><small>*Please indicate which party or parties are reasonably expected to provide for the care, custody, and/or supervision of the minor(s) participating in this covered activity:</small></p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> USC employees and/or students will have sole responsibility</li> <li><input type="radio"/> USC employees and/or students and the PreK-12 school or outside organization/entity will share this responsibility of minors</li> <li><input type="radio"/> USC employees and/or students will never have unsupervised interactions with minors; minors will always be under the care, custody, control, and supervision of their PreK-12 or outside organization/entity's staff/chaperones for the entire duration of the covered activity.</li> </ul>	<p><b>Please indicate which party or parties are reasonably expected to provide for the care, custody, and/or supervision of the minor(s) participating in this covered activity:</b></p> <p>USC employees and/or students will have sole responsibility</p> <p><b>**Even though you are not USC, please select this option so we gather the correct information**</b></p>
	<p><b>Description of Covered Activity</b></p> <p>The Science Olympiad National Tournament (SONT) is the highest level of Science Olympiad competition, bringing in around 2000 of the brightest student minds in middle and high school from across the country to compete for the title of National Champion. All the students worked hard to make the tournament, competing across all topics in science and engineering, and coming out on top of many teams in their state!</p> <p><b>Overview of activities</b></p> <p>Friday will consist of Trial Events where between 20-30 students will compete in 1 hr periods across 4 hours. There will also be a STEM expo where students can interact with sponsors. This will conclude in an opening ceremony at Galen Center. Students and coaches will spend overnight in the dorms.</p> <p>Saturday will consist of events in multiple classrooms happening simultaneously from 8:00 AM to 4:00 PM. 20-30 Students will be in classrooms for 1 hour periods before moving to a different classroom where they will do another event or return to a "home base"</p>

set in another one of USC's classrooms, where they will be supervised by coaches and parents. At the end of the day, students will take part in the Awards Ceremony from around 7:00-9:00PM before they retire to their dorms for the night

Will covered activity staff be responsible for transporting minors at any time during the covered activity?\*

Yes  No

**Field Trips\***  
Does this activity have field trips?

Yes  No

If you have an itinerary or schedule of activities, please submit it here.

or  ?

Did you fill out a Policy Exemption Form and receive a confirmation email approving your request?\*

Yes  No

Will this activity have 25 or more people in attendance?\*

Yes  No

Answer questions how you see fit.

**Policy Exemption form:** No

**More than 25 people in attendance:** Yes

- Event Permit number: A-00048297

**Emergency Management Plan**  
Please upload a copy of the covered activity's emergency management plan. Click [here](#) for the Plan template. Note that the Office of Youth Protection will not be reviewing your plan in detail; this solely serves as documentation that you have fulfilled the policy requirement. If you need support in developing one, please refer to the [USC Covered Activity Emergency Management Planning Guide](#).

Note: if the covered activity includes any of the following elements, you must reach out to USC Environmental Health & Safety ([ehs@usc.edu](mailto:ehs@usc.edu)) so that they can conduct an assessment:

- Swimming
- Diving
- Contact sports – football
- Concussion risk – soccer, football, volleyball
- Lab or healthcare spaces
- Hazardous equipment

If you do not have your plan ready to upload at this time, you can come back in and edit your form to add it later. Please ensure this is uploaded at least 5 days prior to the start date of your activity.

or  ?

**We require an emergency plan to be uploaded.**

While we will not be giving any feedback, nor do we outline everything that must be included, we do require you to have a process for how you will contact parents/guardians in the event of an emergency and how parents/guardians can get in contact with you in an emergency.

We understand you may not have your plan right now. This can be uploaded up to 7 days prior to the start date via your dashboard after you submit this form.

\*\*Brian Lam will be sharing an emergency plan with you. Please upload that to your activity and review it with your chaperones!

**Minor Participant Information**  
Unless you will be using CampDoc, you are required to upload the following minor participant information for each of your minor participants:

- o Participant name (first and last)
- o Participant date of birth
- o Parent Guardian name, phone, email
- o Emergency contact name, phone, email

Use the spreadsheet below to complete and upload. This must be received no later than 5 days prior to the start of your covered activity. If there are changes after it starts, please upload a new spreadsheet.

or  ?

**We require** an upload of the minors that will be attending the activity from your school with their emergency contact information.

We understand that you may not have an accurate list until much closer to the start date of the activity. This can be uploaded up to 7 days prior to the start date via your dashboard after you submit this form.

**Are you collecting sensitive personal information on minor participants?\***

Examples of sensitive personal information include: citizenship or immigration status, personal identification numbers, etc.

Yes  No

**Reference Checks\***

Under the [USC Protecting Minors Policy](#) (Section C. Background Screening Requirements) all Covered Activity staff not currently employed by the university must complete the following:

- A written application
- A live interview
- At least two reference checks (from non-family members)

To help, you may choose to use Ideal-Logic (this system) to facilitate **reference checks**. If you opt in, you'll be able to select which staff members need references. Those selected staff will be required to enter contact information for two non-family references, who will then receive an email inviting them to submit feedback directly in the system.

**Important:** You are responsible for reviewing the reference responses. The Office of Youth Protection does not conduct or review references on your behalf.

Do you wish to use this feature?

Yes  No

Answer questions how you see fit.

**Are you collecting sensitive personal information on minor participants?**

No

**Reference Checks**

No

**Covered Activity Location(s)**

Select all that apply.\*

- On campus
- Off campus
- Virtual
- Residential/lodging accommodations

Where will on campus activities primarily take place?

[On Campus Locations](#)

If applicable, list any additional on campus locations where activities will take place:

Will minors be visiting, touring or volunteering in USC labs and/or shops?\*

Yes  No

Will minors be using USC's recreational facilities?\*

Yes  No

**Covered Activity location(s)**

On campus

\*residential/lodging only if you are staying on USC campus\*

**On Campus Location**

- Downey Way Parking Structure (fka. Parking Structure A)
- Electrical Engineering Building
- Flower Street Parking Structure (fka Parking Structure One)
- Galen Event Center
- Joseph Medicine Crow Center for Public and International Affairs
- Kaprielian Hall
- Mark Taper Hall of Humanities
- Ronald Tutor Campus Center
- Ronald Tutor Hall
- Seeley Mudd Building
- Zumberge Hall of Science

**Additional on campus locations where activities will take place**

- General Classrooms, Viterbi Classrooms, Trojan Event Service Classrooms, Galen Center

**Minors visiting, touring or volunteering in USC labs and/or shops**

Yes

**\*Where Minors will be residing**

*\*if you are utilizing on-campus dorms\** The Village or Parkside Apartments

**\*Sleeping arrangements and overnight supervision:** Housing is managing room assignments. Adults in single occupancy rooms, minors in double occupancy rooms. Minors & adults grouped by gender.

**Recreational Facilities:**  
No

**Minor Ratios**

**Estimated Number of Minors**

Please enter the expected number of minors for each age group listed. Please be advised your Covered Activity will be required to provide adequate supervision in line with the ratios outlined in the [Protecting Minors policy](#). Click the Refresh button to see the data updated in the Minor Ratio Summary.

	Daytime		Overnight	
	Minors	Ratio	Minors	Ratio
Ages 5 and Under	<input type="text" value="0"/>	6:1	<input type="text" value="0"/>	5:1
Ages 6-8	<input type="text" value="0"/>	8:1	<input type="text" value="0"/>	6:1
Ages 9-14	<input type="text" value="900"/>	10:1	<input type="text" value="750"/>	8:1
Ages 15-18	<input type="text" value="900"/>	12:1	<input type="text" value="750"/>	10:1

Use your best estimate for the number of minors/ages **from your school/organization**

*\*If there are no minors of a certain age range from your group, you must indicate zero.*

**Minor Ratios**

Please enter the expected number of covered activity staff : \*

Please enter the total expected number of minor participants: \*

**Expected number of covered activity staff:** this refers to the expected number of chaperones **your school** will be sending with your students, not the whole event

**Expected number of minor participants:** this refers to the number of minors **your school** is expecting to have participate in the event, not the whole event.

**Covered Activity Admins\***



**Date Missing.** Compliance data cannot be generated until a date for this activity is entered.

**X** At least **one person** must be selected for this role.

Please select a Covered Activity Administrator (CAA) for this session. A CAA is the person who oversees/operates the covered activity. Typically, this should only be one or two people. Additional covered activity staff will be entered below.


*No people have been added to this role.*

**+ Add a New Person**

A covered activity administrator is the primary person that oversees the activity for your school.

This person will be required to complete: Live Scan/Background check, Protecting Youth Training, Guidelines for Interacting, Campus Security Authority (CSA) Training, and our Compliance Checklist.

All compliance requirements are due May 2, 2026

**Emergency Covered Activity Contacts\*** 

**Date Missing.** Compliance data cannot be generated until a date for this activity is entered.


**X** At least **one person** must be selected for this role.

Please add/select Emergency Covered Activity Contacts for this activity and include their phone number. In the event of an emergency this is the person that would be contacted.

*No people have been added to this role.*

**+ Add a New Person**

Fill out as you see fit.

**Covered Activity Staff** 

**Date Missing.** Compliance data cannot be generated until a date for this activity is entered.

Please add/select all Covered Activity Staff who will be interacting with minors at this session.

If you are adding USC staff, faculty, or students please use their SSO log in credentials (@usc.edu). The system will not recognize school or department specific emails (example: @marshall.usc.edu).

*No people have been added to this role.*

**+ Add a New Person** **+ Science Based Academic Tournaments People**

**Import Covered Activity Staff**

Covered activity staff – please add chaperones that will be responsible for the duty of care for minors for the duration of the activity at USC.

**\*\*If you are lodging on campus, please list **all** chaperones staying in the dorms**

**\*\*If lodging off campus, please indicate the appropriate number of chaperones based off of the ratios required for the ages of your students. (see below)**

You will need: legal first name, last name, and email.

Each person will be required to complete: Live Scan/Background check, Protecting Youth Training, and Guidelines for Interacting

They will receive an email from the system with instructions on how to log into the system and complete requirements.

**All compliance requirements are due May 2, 2026**

**Supervision Ratios**

Program participant age group	Number of non-residential (day only) participants	Number of Covered Activity Staff
5 years*	6	1
6-8 years	8	1
9-14 years	10	1
15-18 years	12	1

*\*While not all chaperones may need to be to complete a Live Scan, those who are not fully vetted may not be left alone with a minor without the presence of a fully vetted chaperone.*

## Live Scan Instructions

The head coach will receive five live scan instructional packets for the adults that will be chaperoning your team. \*You *may* not need to use all five live scan cards\*

- If you are lodging on campus, please list **all** chaperones staying in the dorms with their mailing address
- If lodging off campus, please indicate the appropriate number of chaperones and their mailing address based off of the ratios required for the ages of your students.

For individuals coming from out of state, the Live Scan fingerprint packet that we mail out will include Fingerprint Cards, Instructions, and a Pre-labeled return envelope. You will fill out the Fingerprint Cards and go to a local police station to have your fingerprints inked onto the cards. Once that is complete, you will have to mail them back to USC with the pre-labeled return envelope that was included in the original packet.

For individuals in California, you will be sent our Live Scan form and instructions to go to a local Live Scan office to complete this requirement.