



## OFFICE OF COMPLIANCE AND PREVENTION EDUCATION

## **VISITOR SIGN-IN/OUT SHEET**

**Youth Program:** \_\_\_\_\_

**Location:** \_\_\_\_\_

This form should be used to record anyone attending the program who is not a volunteer, staff member or participant. This form should also be used for temporary departures of a volunteer, staff member or participant where the individual is expected to return.

## **VISITOR'S AGREEMENT**

By signing this form, all visitors agree to the following terms. All visitors must sign in and state the purpose of their visit. Visitors must be clearly identifiable by wearing the tag/badge given at sign-in until signing out of the program, which must be visible at all times. Visitor's must remain in the area as directed by the Camp Director or WVU Extension Designee. Additionally, visitor's must remain in close proximity of camp staff. As a rule, visitors must remain "within eye-and-ear shot" of camp staff. The visitor should not be at the event for longer than three hours. Absolutely no pictures of youth or posts of the event will be tolerated without permission from the faculty member responsible for the event as dictated by the attendees media release form. WVU Board of Governor's Policies Rule 1.7 (Child Protection) and Rule 1.6 (Title IX) are adhered to and enforced.



## OFFICE OF COMPLIANCE AND PREVENTION EDUCATION

Revised: 09/09/2025  
Next Review: Spring 2028