



Child Protection/Hazing Policy Acknowledgement SUBMISSION INSTRUCTIONS

Please note that your organization **WILL NOT** be officially renewed until you have submitted these two documents via the online process.

- The President of the organization should go to the website <http://thesource.ua.edu>
- Depending on the type of organization process you are completing, you will either click the “Renew An Org” tab or the “Create An Org” tab.
- Once on that page, you will see instructions at the bottom of the page for submitting a Hazing Policy Acknowledgement or Child Protection Policy online. You will click the “SUBMIT- Hazing Policy Acknowledgement” link first.
- Once on that page, you be taken to the “UA DocuSign” system and will be asked to fill your organization’s “Powerform Signer Information”. Again, this form should be initiated by the PRESIDENT of the organization. Once on that page:
 - **1:** The President will fill in their First & Last Name and UA Email Address.
 - **2:** The President will also fill in the First & Last Name and UA Email Address of the Vice President and Primary Organization Advisor.
- At the end of completing that information, you will click the button “Begin Signing”. Immediately, the president’s screen will be rerouted to the DocuSign screen that asks the President to “Please Review and Act on These Documents”, and then will authorize signature of their name electronically by selecting the “Sign” arrow button just above the signature line.

ADDITIONAL INFORMATION
For more information on hazing prevention and reporting, please visit www.hazing.ua.edu.

By signing below, I acknowledge and certify that I have read, fully understand, and agree to comply with the University of Alabama’s Hazing Policy, as set forth fully herein. My signature below represents my agreement to ensure that all members and pledges if any, associated with my organization will promptly be provided with a copy of the University’s Hazing Policy (<http://policies.ua.edu/hazing.html>) and will comply with the same.

<input type="text"/>	<input type="checkbox"/> New? <input type="checkbox"/> or <input type="checkbox"/> Renewing?	
Official Name of Organization (No Abbreviation) Rosalind Moore	Jun-13-2017	
President’s Name	President’s Signature	Date
Vice-President’s Name	Vice-President’s Signature	Date
Advisor’s Name	Advisor’s Signature	Date

- Your Vice President and Advisor will receive emails to the address you submitted on the powersign form to complete the same signature process step via DocuSign.
- Each signer will select the “FINISH” button to complete their part of the document signing. Each signer must complete their own electronic process to finish the document. Once completed by everyone, the document is routed automatically to our office for processing. No other steps are needed by members of the organization.
- Once the “Hazing Acknowledgement Form” is submitted, the President should go back to the “Renew An Org” or “Create An Org” tab to submit the Child Protection Form.

- Determine what type of organization you have. If you have an organization that has a mission or programming that works with minors (children under 19 yrs) on regular basis, then be sure to get your entire Executive Board to the child protection acknowledgement. Each individual will need to initiate their own online form and will each need to go to the website link to complete the signing process. If not, ONLY THE PRESIDENT, will need to complete the child protection form.
- Once the officer visits the SOURCE website tab, they will select the link that says "SUBMIT- Child Protection Form (19 yrs of Age or Older) or "SUBMIT- Child Protection Form (Under 19 yrs of Age) depending on the age of the individual completing the form.
 - o **1:** if the student officer selects the "Under 19" form, note that they will need the First and Last Name of at least one parent/guardian and their email address, as the form will be routed to their parent/guardian for signature verification as well.
- Once the officer has clicked the correct age appropriate link, they will be taken to the "UA DocuSign" system and will be asked to fill out the "Powerform Signer Information". Here the officer will type their First and Last Name and their UA Email Address.
- At the end of completing that information, they will click the button "Begin Signing". Immediately, the individual's screen will be rerouted to the docuSign screen that asks the them to "Please Review and Act on These Documents". The Child Protection policy is 7 pages, so the student will need to review all of the pages and then will see a space to complete the document on the last page.
- The officer will then select the "HAVE" or "HAVE NOT" button to indicate if they have plead guilty of any crime or felony, etc. If they have, there will be a section to complete to request more details. If not, they will move to the bottom of the form. They will then authorize signature of their name electronically by selecting the "Sign" arrow button just above the signature line, typing out their DOB, Full Name, CWID and position with the student organization (President, VP, treasurer, etc), and finally the Official Name of the Student Organization.

That **I HAVE** / **HAVE NOT** (Select one that applies) been convicted of or pled guilty during my life to a felony or crime involving a form of assault, battery, abuse, or bodily harm, including, but not limited to, child abuse or sexual misconduct. This inquiry seeks disclosure of all convictions and guilty pleas for any form of assault, battery, abuse or bodily harm, which includes incidents involving children as well as those that did not.

- o If you **HAVE** been convicted of or pled guilty during your life to a felony or crime involving a form of assault, battery, abuse, or bodily harm, please provide a detailed explanation of the crime (who, what, where, when, why, etc.) as well as a description of the sentence imposed (if additional space is required for further explanation please use the back of this form). **Please**

Crime State County Date
Other Details:
Crime State County Date
Other Details:

Official Student Organization Name

Signature Date Jun-13-2017 Date of Birth

Last Name First Name Middle Name

CWID Organization Position

- Each signer will select the "FINISH" button to complete their part of the document signing. Documents will route to our office for processing upon submission. No other steps are needed by the officers after BOTH the Hazing and Child Protection Documents are submitted.