Provided below is some additional guidance to assist you in determining whether your event needs to register with the Office of Youth Conference Services.

If the event:

- is sponsored, overseen, supervised, operated, or managed by the University of Florida or any of its Direct Support Organizations or controlled affiliates (singly and collectively, “UF/Affiliate”)
- is funded in whole or in part from any UF/Affiliate account
- is related to any academic credit-bearing, certificate-earning, or other activity within the scope of the official UF/Affiliate duties of a UF/Affiliate employee, student, appointee, volunteer or other agent, or
- requires approval by any UF/Affiliate to be conducted.

REGISTER

If the event:

- is a school visit to the UF campus and the third party school, and not UF/Affiliate, is responsible for funding the visit and supervision of all children under 18 years old.
- is the Preview program, the TRiP program, and/or recruited athlete “official visits”
- is an activity in which the only participants are registered students of the University of Florida or are 18 years old or older.
- is merely entering into a lease or license of space in a UF/Affiliate- owned or operated facility to a third party (see scope of registration for additional information)

DO NOT REGISTER

Please visit the Office of Youth Conference Services website at: https://oycs.ufsa.ufl.edu/ to begin the registration process.
If you need assistance please contact Carolyn Komanski, Director of the Office of Youth Conference Services at 352.846.4698.