



## Youth Activity Field Trip Agreement

### UNIFORM STATEMENT OF RESPONSIBILITY, RELEASE, AND AUTHORIZATION TO BRING A SCHOOL FIELD TRIP TO UW-EAU CLAIRE

Whereas, the \_\_\_\_\_ school of the \_\_\_\_\_ school district (hereinafter “School District”) desires to bring their students to the University of Wisconsin Eau Claire upon the invitation of the Physics & Astronomy Department (hereinafter “University”) as organized by William Wolf (University contact) for a field trip on \_\_\_\_\_ (date(s)), and the University has approved the School District’s visit, the School District does hereby agree as follows:

- 1) To assume full legal and financial responsibility for the risks to youth participants posed by the activities and/or programs for which this field trip is planned.
- 2) To assume full responsibility for and oversight of youth participants in the activities/programs for which this field trip is planned. At no time will the University be responsible for the custodial care or supervision of the youth participants. Tour guides, docents and campus staff will not act as chaperones for School District students. Any University employees volunteering for the School District during the field trip are operating outside of the scope of their employment and representing the School District, not the University, while under the School District’s direction.
- 3) To have appropriate, active, and engaged supervision for all youth participants at all times. A minimum of two (2) chaperones is required and meet standards set through ATCP 78 (typically one (1) adult for every ten (10) participants). Please have your groups organized before arriving to campus.
- 4) All adult chaperones/group leaders should have a copy of the campus visit confirmation/itinerary.
- 5) To grant the University, its employees, agents, and representatives the authority to act in any attempt to safeguard & preserve the health & safety of field trip participants including authorizing medical treatment on behalf of participants at the participants’ expense and of returning the participants to their home.
- 6) To conform to all applicable policies, rules, regulations and standards of conduct as established by UW System, the University, and all state and federal laws, including but not limited to [youth protection compliance policy](#) requirements.
- 7) To communicate the following guidelines to the field trip staff and youth participants:
  - a. Wear comfortable walking shoes and be prepared/dress for the weather.
  - b. Visitors are expected to conduct themselves in a courteous and respectful manner.

#### DEPARTMENT OF RISK MANAGEMENT, SAFETY & SUSTAINABILITY

105 Garfield Ave. | Eau Claire, WI 54702-4004

[safety@uwec.edu](mailto:safety@uwec.edu)



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- c. Visitors will use a voice level that is appropriate while inside campus buildings.
  - d. Visitors will not leave the group or chaperones at any time during the visit.
  - e. Visitors and groups that are deemed unruly or unmanageable by UW-Eau Claire will be asked to change their behavior. If the visitor or group continues their behavior, the presentation, tour, or entire visit will end.
- 8) Acknowledges reading this document and understands and accepts the terms as stated.

On behalf of School District:

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

School District Field Trip Leader Contact Information:

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Phone No. on Day of Trip

\_\_\_\_\_

Email Address

On behalf of University Youth Protection:

\_\_\_\_\_

Print Name and Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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