

ACKNOWLEDGEMENT OF RESPONSIBILITY AND AUTHORIZATION TO CONDUCT A FIELD TRIP WITH MINORS TO UW-PLATTEVILLE

A group from the _____ school district, specifically _____ (school/group name), hereinafter “Visiting Group”, desires to register to bring their students, which includes minors, to the University of Wisconsin-Platteville (hereinafter “University”) upon the invitation of the _____ Engineering, Mathematics & Science Department as organized by _____ Mr. John Fick (University contact/sponsor) for an educational field trip on _____ November 23rd, 2024 (date(s)), and the University has approved the Visiting Group’s visit. The Visiting Group hereby agrees to the following terms and conditions:

- 1) To assume legal and financial responsibility for the physical care and safety of all youth participants while on University property, including any risks posed by the activities and/or programs for which this field trip is planned.
- 2) To assume all custodial care, supervision, direction and oversight of all youth participants in the activities/programs for which this field trip is planned, consistent with Visiting Group’s obligations as a school entity. The Visiting Group agrees that at no time will the University be responsible for the custodial care or supervision of the youth participants. Any assistance or support provided by the University or its representatives shall not constitute as accepting custodial care of any youth participant during the activities/programs.
- 3) To have appropriate, active and engaged supervision for youth participants at all times. A minimum of two (2) chaperones are required for all field trips with a ratio of one (1) adult per ten (10) students. (e.g. A group of 10 students would require two chaperones; a group of 21 students would require three chaperones). Please have your group organized before arriving to campus.
- 4) To provide all adult chaperones/group leaders with a copy of the campus visit confirmation/itinerary.
- 5) To acknowledge that in an emergency situation the University, its employees, agents and representatives may need to take actions to safeguard and preserve the health and safety of field trip participants including emergency 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 <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/youth-protection-and-compliance-2/> 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.
 - c. Visitors will use a voice level that is appropriate while inside campus buildings.

- d. Visitors will stay with the group or chaperones at all times during the visit.
- e. Visitors and groups that are deemed to be violating campus policies by engaging in disruptive behavior by UW-Platteville will be asked to change their behavior. If the visitor or group continues inappropriate disruptive behavior, the presentation, tour, or entire visit may end.
- f. Listen, prepare, ask questions, learn, and enjoy! We are so happy you will be visiting UW-Platteville.

- 8) Acknowledges the University reserves the right to make changes to the program if needed.
- 9) Will notify all parents of any minor or youth participating in the activities/program in writing that by allowing their child(ren) to participate in said activities/programs, they are consenting to the University’s media team(s) taking photographs or videos of said activities/programs for publication in official University marketing materials, which may also include photos or videos of their child. If they do not want their child’s photo or video used for said reasons, they must notify the Visiting Group’s program leader prior to the event who shall be responsible for notifying the University’s contact person.
- 10) Agrees to indemnify and hold harmless the University and the Board of Regents of the University of Wisconsin System, their respective officers, employees, and agents from any and all liability, loss, damages, costs, or expenses (including attorney's fees) arising out of our participation in the field trip and which do not arise out of the negligent acts or omission of an officer, employee, and agent of the University and/or Board of Regents while acting within the scope of their employment or agency to the extent authorized by the sections 893.82 and 895.46 of the Wisconsin Statutes
- 11) Acknowledges reading this document and understands and accepts the terms and conditions as stated.

On behalf of Visiting Group:

Print Name and Title	Signature	Date

Field Trip Leader Contact Information:

Contact Name (Please Print)	Phone No. During Trip	Email Address