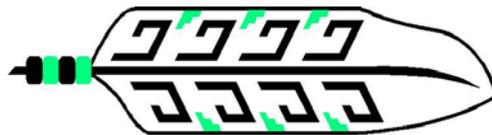
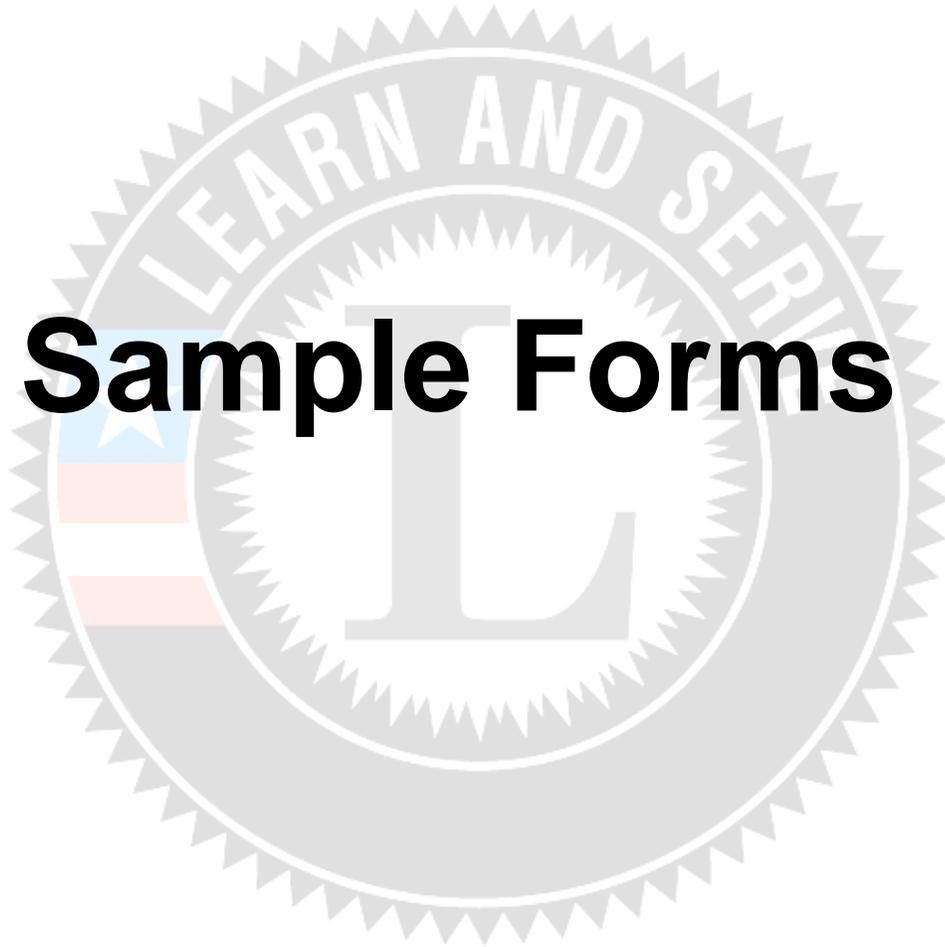


Sample Forms



CHECKLIST FOR COMMUNITY BASED ORGANIZATION VISIT	
<input type="checkbox"/> Arrange an In-Person Site Visit	SLO and Faculty
<input type="checkbox"/> Discuss the Service-Learning objectives of this placement	SLO and Faculty
<input type="checkbox"/> Talk about the mission of the Community Partner (CP) and share the University and Service-Learning mission	SLO
<input type="checkbox"/> Discuss the nature of the Service-Learning placement <ul style="list-style-type: none"> <input type="checkbox"/> How many students will be placed? <input type="checkbox"/> How will their schedule be determined? <input type="checkbox"/> How will their work fit in with their academic objectives? What will students learn that they can apply to their academic discipline? <input type="checkbox"/> What role should the SL office play in student orientation before being placed? What orientation does the CBO provide? <input type="checkbox"/> Who will supervise students? How can this person be contacted? Is there a back-up supervisor? Who should students call if they will be absent or late? <input type="checkbox"/> Do students need fingerprinting or background checks? Or any certification? Who will pay for this? 	Conversation between SLO, faculty member and CBO. Ideally, the executive director as well as anyone who will supervise students should participate in this meeting.
<input type="checkbox"/> Logistics	SLO should obtain all the information it needs in order to provide a comprehensive training/orientation for students.
<ul style="list-style-type: none"> <input type="checkbox"/> What will students need to do to check-in at the site? <input type="checkbox"/> How will students track their hours at the site? <input type="checkbox"/> What type of clothing should students wear (i.e., closed toed shoes, professional dress, casual dress) <input type="checkbox"/> Where should students park? Where is the closest bus or train stops? <input type="checkbox"/> What hours of the day can students volunteer? <input type="checkbox"/> What training will the CBO provide? Where? When? <input type="checkbox"/> What training would the CBO like the students to have prior to being placed? Can the SLO provide this? <input type="checkbox"/> Should students meet with site supervisor prior to their first service day? <input type="checkbox"/> Where will the students work? Are they provided with computers or other materials they will need? Will students be asked to bring any materials with them? <input type="checkbox"/> Will students be asked to buy anything? Will they be reimbursed? <input type="checkbox"/> Will the student be driving a company car? Verify insurance coverage and get a copy for your file. <input type="checkbox"/> Who should the university contact at the CBO in case of an emergency? Who should they recommend the CBO contact at the university? 	The CBO may also request that the students go through training on-site, or have a specific training prior to their service.

<p><input type="checkbox"/> Risk Identification</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does the CBO provide a safety orientation? <input type="checkbox"/> Will students ever work unsupervised with clients? <input type="checkbox"/> Will the CBO request emergency contact information? How will it be used? If requested, SLO should have a copy. If the CBO is not collecting the information, the University should. <input type="checkbox"/> Will the CBO cover liability insurance? Workers' Compensation Insurance? Does the CBO have any other types of insurances for volunteers? How will the students be covered? <input type="checkbox"/> Outline the specific risks involved in this placement. Are there any risks in the community? <input type="checkbox"/> Discuss how all this information will be incorporated into the Service-Learning Agreement. 	<p>Once the nature of the SL placement is clear, the Risks of these placements should be specifically taken into consideration.</p> <p>SLO should collect any forms or information that the CBO will be giving students. And keep on file at the University.</p>
<p><input type="checkbox"/> Tour of Site</p> <ul style="list-style-type: none"> <input type="checkbox"/> CBO should give the university staff and/or faculty a tour of any facilities or sites in which service-learning students will be working. <input type="checkbox"/> CBO should introduce SLD/CPC to any staff that will supervise students, or work directly with students. <input type="checkbox"/> SLD/CPC should be looking for any potentially risky situations and CBP should bring any risk factors to the attention of the SLD/CPC. 	<p>This is an important step so that the SLO and faculty can see the situation their students will be working in, and ask any questions that may come up as the SLO sees the facilities. The Risk Manager can give you a list of "things to look for"</p>
<p><input type="checkbox"/> Evaluations</p> <ul style="list-style-type: none"> <input type="checkbox"/> What evaluations/surveys will be requested? By whom? Filled out by whom? <input type="checkbox"/> At what times throughout the service experience will surveys/evaluations be requested? <input type="checkbox"/> How will the information from the surveys be used in the future? 	<p>SLO and faculty member should explain why they are collecting evaluations, and ask if there are any that the CBO would like to have completed.</p>
<p><input type="checkbox"/> Privacy Rights</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are students allowed to take pictures or video? <input type="checkbox"/> What specific policies apply to the clients served? 	<p>Faculty should inform CBO of any research or writing that students will be asked to do that pertains to the clients.</p>
<p><input type="checkbox"/> Preparing All Signed Forms and Agreements</p> <p><input type="checkbox"/> Service-Learning Agreement (SLA)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Should include all aspects of the partnership that were talked about during the site-visit. <input type="checkbox"/> Must be signed by the contracts & procurement office at the university, or another authorized signatory for creating a partnership with the university. 	<p>The SLO should format the SLA and have the contracts and procurement officer or other authorized signatory sign off, and then discuss the SLA with CBO. If aspects of the SLA need to be renegotiated, try to include all parties.</p>
<p><input type="checkbox"/> Learning Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Because the <i>Learning Plan</i> is referenced in the <i>Service-Learning Agreement</i>, aspects of the students' scope of work and nature of placement should be included here. 	<p>Renegotiation is always possible. Try to find the best way to allow the placement to occur while also managing as much risk as possible.</p>

LEARNING PLAN

Student Name: _____ Student ID#: _____

Address: _____

Phone # _____ Email: _____

Course Instructor: _____ Semester/Quarter: _____

Agency/Site: _____ Phone #: _____

Site Supervisor: _____ Phone #: _____

Address: _____

Approximate # of Hours _____ Beg. Date: _____ End Date: _____

Learning Objectives: What do you hope to learn from this service experience-about the agency, about the challenges and assets of the population with whom you will be working, about yourself, about your community-and how does this connect to your course work?

Service Objectives: Identify and describe the nature of the service activities in which you will be engaged. The service objectives should be designed to help you work toward your learning objectives.

The Site Supervisor:

Agrees to guide this student's work and to submit a brief final evaluation of his/her achievement upon request.

Agrees to discuss any concerns about the service learner's performance with him/her directly, and with the course supervisor if necessary.

Site Supervisor Signature: _____ Date: _____

Faculty/Course Supervisor:

I have examined and approved _____'s learning plan.

LEARNING PLAN

Faculty/Course Supervisor
Signature: _____

Date: _____

LEARNING PLAN

The Student agrees to abide by the following Guidelines and Limitations

Guidelines

- ◆ **Ask for help when in doubt:** Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the service learning office with questions concerning your placement.
- ◆ **Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- ◆ **Call if you anticipate lateness or absence:** Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment, people are counting on you.
- ◆ **Respect the privacy of all clients:** If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- ◆ **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is service you by investing valuable resources in your learning.
- ◆ **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSU's ongoing Service Learning Program.
- ◆ **Be flexible:** The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Limitations

- ◆ DON'T report to your service site under the influence of drugs or alcohol.
- ◆ DON'T give or loan a client, money or other personal belongings.
- ◆ DON'T make promises or commitments to a client you cannot keep.
- ◆ DON'T give a client or agency representative a ride in a personal vehicle.
- ◆ DON'T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- ◆ DON'T tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- ◆ DON'T engage in any type of business with clients during the term of your service.
- ◆ DON'T enter into personal relationships with a client or community partner representative during the term of your service.

* If you feel that your rights have been or may be violated, or that any of the above stated limitations have been violated please contact _____

LEARNING PLAN

The Student:

Agrees to act in a responsible manner while representing California State University at the service learning placement site, and abide by all rules and regulations that govern the site in which he/she has been placed.

Understands the connection between the service-learning course, and the service and learning objectives to be fulfilled at the service site.

Has participated in an orientation and read the above stated guidelines and limitations and understands his/her role as a service-learning student in working with the community partner.

Understands and acknowledges the following risks involved with this service placement, and enters into this service-learning placement fully informed and aware.

Risks

1.

2.

3.

Etc...

Agrees to devote _____ hours per week for a total of _____ hours, effective from _____ to _____ in order to fulfill the service objectives described above.

Agree to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.

Student Signature: _____

Date: _____

Orientation Provided Before First Day of Service

- ✓ Details related to serving at the site
- Mission of the Community-Based Organization (CBO)
- Who does the Community-Based Organization Serve?
- What programs/service does the CBO Offer?
- Specific policies and procedures related to the service placement.
- Review any proof of eligibility that is needed (fingerprinting, background check). Who will cover the cost of this? Where should students go to have fingerprinting done?
- Discuss CBO volunteer expectations.
- Provide students a job description detailing the work they will do (outlines scope of work). Explain the types of activities that are “outside” the scope of work.
- Give the students their site supervisor’s contact information
- Will the students need to meet with the site supervisor prior to beginning their service?
- How closely will the student be supervised? By whom?
- Who do the students call if they cannot make their scheduled service, or will be late?
- Discuss appropriate attire when providing service (based on CBO standards)
- Provide specific training for the position.
- What will the student learn? What qualities or skills will the students develop?
- Review confidentiality rules for the site. Are pictures or video allowed?
- Review the risks associated with this placement. (Risks should directly reflect those listed in the *Learning Plan*).
- Explain what students should do if harassment occurs. Whom do they contact.
- Talk about service schedule (total number of hours, days and times of the week etc) Also discuss beginning and end of service. Students should not volunteer outside of scheduled hours until requirement is complete.
- Who can the students contact with questions or concerns about their placement (CBO contact, and campus contact)?
- Is there a CBO training or Orientation to attend? Where? When? How long?
- Where do students check in at the site on their first day?
- How are students’ service hours recorded? (For their course and the CBO).
- Give location of site and directions via personal car or public transportation. Where will students park if they drive? What is the cost associated with parking or taking public transit? Emphasize that student is responsible for getting to and from the site.
- Who will be evaluating the students’ service? Is there a formal evaluation the CBO will fill out?

On Site Orientation – Must Occur On or Before First Day of Service

- ✓ Site Specific Information
- Tour of site - location of restroom and break room.
- Where, and with whom, do students check in each time they arrive at the site?
- Where is the logbook kept (to record service hours)?
- Review safety rules of the site, location of emergency exits, and emergency procedures.
- Introduce students to other staff at the agency.
- Emergency Contact Information: ask students’ permission to share with university.
- Review accident procedures at the site and what to do if a student or client is hurt.

Service-Learning Agreement

University and Community-Based Organization

This Agreement entered into this ___ day of _____, ____ between the Trustees of the California State University on behalf of California State University, _____, referred to as "UNIVERSITY," and _____, referred to as "COMMUNITY-BASED ORGANIZATION."

I. Statement of Purpose –

- A. The University... provide a description of the ways in which your university is committed to service learning.
- B. The Community-Based Organization (Name)...provide the mission of the organization.
- C. COMMUNITY-BASED ORGANIZATION and UNIVERSITY recognize the opportunity for meaningful learning experiences for the UNIVERSITY, COMMUNITY-BASED ORGANIZATION and service-learning students (STUDENT). The UNIVERSITY supports the goals and objectives of the COMMUNITY-BASED ORGANIZATION program in which STUDENT will participate.

II. Priorities

A. Program Activities

Activities will be accomplished in accordance with the *Learning Plan*, reviewed and agreed upon by the STUDENT, UNIVERSITY AND COMMUNITY-BASED ORGANIZATION prior to the start of the experience.

The STUDENT will:

1. Participate in all relevant trainings required by the COMMUNITY-BASED ORGANIZATION and stated in (Section III-A-2, Training and Orientation) this document.
2. Model professional and appropriate behavior when working with clients, and when on COMMUNITY-BASED ORGANIZATION site.
3. Support COMMUNITY-BASED ORGANIZATION events that are a part of the service-learning experience as required by faculty member.
4. Meet the goals of the COMMUNITY-BASED ORGANIZATION program and the service-learning course in which the STUDENT is enrolled.
5. Add any additional duties specific to the scope of work. Please be as specific as possible in this section or attach an amendment and reference it here.

B. Safe and productive environment – reference COMMUNITY-BASED ORGANIZATION's policy about safe work environment

1. COMMUNITY-BASED ORGANIZATION will:
 - a. Give STUDENT a complete tour of the site, and ensure that STUDENT is aware of all emergency procedures and is able to act responsibly in the case of an emergency.
 - b. Ensure that STUDENT is aware of the unique nature of the population of the _____ program, and is prepared to work with this population.
 - c. California law may require the COMMUNITY-BASED ORGANIZATION to obtain STUDENT's fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is the COMMUNITY-BASED ORGANIZATION's responsibility to: 1) determine whether such fingerprinting is required; 2) obtain the STUDENT's fingerprints; and 3) obtain criminal background clearance from the appropriate agency.
2. UNIVERSITY will ensure that STUDENT agrees to the following:
 - a. Abide by COMMUNITY-BASED ORGANIZATION rules and regulations while on site and working with COMMUNITY-BASED ORGANIZATION clients.
 - b. Ensure that his/her interactions with clients are safe, positive and productive.
 - c. Support the program and its objectives by providing support for clients or COMMUNITY-BASED ORGANIZATION staff as necessary and agreed upon in (Section II-A-1, Program Activities) this document.
 - d. Add any other pertinent information regarding specifics of the site and the nature of the service-learning work experience.

III. Structure and Support of Service-Learning Student

A. COMMUNITY-BASED ORGANIZATION

1. Site Supervision – (Name of Site Supervisor responsible for safety and participation of STUDENT while on site). Site Supervisor will meet with the STUDENT at least (give number of times per week/month/semester) to update him/her on projects and to provide support. All program staff will support the STUDENT as they interact with him/her, and provide guidance and advice as necessary and appropriate. A secondary site supervisor (give the name of this person) will be responsible for the STUDENT in the absence of primary supervisor.
 - a. The COMMUNITY-BASED ORGANIZATION director or his/her designee will meet (give number of times per week/month/semester) with _____ (Name) _____, faculty member at UNIVERSITY that has assigned the service-learning experience.

- b. The COMMUNITY-BASED ORGANIZATION director and Director of the Service-Learning Center at UNIVERSITY shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.
- 2. Training & Orientation – (Name of Site Supervisor or designee) will provide specific training needed by the STUDENT prior to his/her working with clients or providing service to the COMMUNITY-BASED ORGANIZATION. Necessary training can be provided through collaboration between COMMUNITY-BASED ORGANIZATION, UNIVERSITY, and faculty member.
- 3. Work Space – STUDENT will have an appropriate space at the COMMUNITY-BASED ORGANIZATION site in which to conduct his/her assigned work. COMMUNITY-BASED ORGANIZATION will provide access and training for any and all equipment necessary for STUDENT to fulfill his/her required service role.
- 4. Evaluation – The COMMUNITY-BASED ORGANIZATION site supervisor will fill out survey(s) regarding quality of service that the STUDENT provided to the site, and as agreed upon in the *Learning Plan* document.

B. **UNIVERSITY** - UNIVERSITY will assign STUDENT to the COMMUNITY-BASED ORGANIZATION from _____ (COURSE NAME), STUDENT can provide service to the _____ program that (describe the program or initiative that the STUDENT will be participating in).

- 1. Training and Reflection - UNIVERSITY will provide a training session for STUDENT regarding his/her responsibilities as described in Section II. The Service-Learning Director and Faculty Member (these people can be named specifically or just in title) will provide opportunities for STUDENT to reflect on his/her experience working at the COMMUNITY-BASED ORGANIZATION'S site.
- 2. Supervision and Accountability - _____ (Name S-L Director or his/her designee) responsible for ensuring that the work of service-learning students is carried out effectively to meet the needs of the COMMUNITY-BASED ORGANIZATION) will work closely with the STUDENT, COMMUNITY-BASED ORGANIZATION, and FACULTY member to meet the expectations and priorities of the COMMUNITY-BASED ORGANIZATION'S site.

IV. Length of Agreement Term

A. Initial Term - The UNIVERSITY and COMMUNITY-BASED ORGANIZATION have reached this initial agreement for the term beginning _____ and ending _____. This term represents (a school year, calendar year, semester, quarter).

This agreement shall become effective upon execution and shall continue until terminated by either party after giving the other party 30 days advance written notice of the intention to so terminate; provided further, however, that any such termination by COMMUNITY-BASED ORGANIZATION shall not be effective against any STUDENT who at the date of mailing of said notice by COMMUNITY-BASED ORGANIZATION was participating in said program until such STUDENT has completed the program as mutually agreed upon.

B. Renewal Process – **This agreement can be renewed (decide how often), and is based on STUDENT feedback, COMMUNITY-BASED ORGANIZATION evaluations and FACULTY desire to continue this relationship for the purpose of service-learning under the conditions that:**

- 1. The UNIVERSITY and COMMUNITY-BASED ORGANIZATION continue to be committed to actively supporting the goals of the other.
- 2. The STUDENT work is meaningful and helps to provide essential support to the COMMUNITY-BASED ORGANIZATION.
- 3. The relationship is consistent with the goals of the COMMUNITY-BASED ORGANIZATION, UNIVERSITY, STUDENT and the service-learning course.

A. A renewal process is only applicable if the faculty member intends to continue placing service-learning students at this site for the foreseeable future, or if the service-learning director feels that this site can be used for other service-learning opportunities and that the partnership should be kept up to date with an ongoing MOU.

The attached General Provisions, consisting of one page, is incorporation by reference and made a part of this agreement. This document reflects my understanding of the relationship.

COMMUNITY-BASED ORGANIZATION

UNIVERSITY

Authorized Signatory

Authorized Signatory

Print Name

Print Name

Date

Date

General Provisions

Indemnification

The community-based organization shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. CSU (Campus) shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the community-based organization and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

Insurance

The community-based organization shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$_____ minimum limit for each Occurrence and minimum limit of \$_____ General Aggregate, as mutually agreed upon for this placement. The community-based organization shall be responsible for Workers' Compensation coverage for Students during this agreement.

The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.

The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

Status of Students

Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the University.

Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, community-based organization shall comply with any state or federal law applicable to community-based organization's performance under this Contract.

Assignments

Without written consent of the CSU, this agreement is not assignable by the community-based organization either in whole or in part.

Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers or employees.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supercedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

***Maricopa County Community College District
Voluntary Assumption of Risk and Release of
Liability
For Community Service***

Caution: This is a release of legal rights. Read and understand it before signing.

Glendale Community College is a non-profit educational institution. References to Glendale Community College include Glendale Community College, the Maricopa County Community College District (MCCCD), its officers, officials, employees, students, agents, and assigns.

I _____ freely choose to participate in the GCC Service Learning Program (henceforth referred to as the Program).

In consideration of my voluntary participation in this program, I agree as follows:

Risk of Program Activities: I understand that my participation in the Service Learning College Program specified above involves risks of physical harm or injury inherent in service activities including, but not limited to, working with people, participating in sports and recreation activities, cleaning and maintenance projects, preparing and serving food, and other service activities, and in transportation to and from service work sites.

Institutional Arrangements: I understand that Glendale Community College is not an agent of, and has no responsibility for, any third party that I may provide any program services to. I understand that Glendale Community College provides guidance and facilitates my Program activities only as a convenience to participants and that accordingly, Glendale Community College accepts no responsibility, in whole or in part, for loss, damage or injury to persons or property whatsoever, caused to me or others while

participating in the Program. I further understand that Glendale Community College is not responsible for matters that are beyond its control.

Independent Activity: I understand that Glendale Community College is not responsible for any loss or damage I may suffer when I am doing Program activities and that Glendale Community College cannot and does not guarantee my personal safety. In addition, I specifically acknowledge that in performing Program activities, I am doing so independently in the status of server/volunteer of the service site I choose, and not as a server/volunteer, employee or agent of Glendale Community College. I further waive any and all claims which may arise from such Program activities, acknowledge that workers' compensation benefits are not provided to me in my capacity as a server/volunteer, and hold Glendale Community College blameless from any of my negligent acts. I further state that I am not in any way an employee of Glendale Community College.

I further agree that I am solely responsible for my own equipment, supplies, personal property, and effects during the course of Program activities.

In addition, I agree that if I drive or provide my own motor vehicle for transportation to, during, or from the Program site, I am responsible for my own acts and for the safety and security of my own vehicle. I accept full responsibility for the liability of myself and my passengers, and I understand that if I am a passenger in such a private vehicle, Glendale Community College is not in any way responsible for the safety of such transportation and that Glendale Community College's insurance does not cover any damage or injury suffered in the course of traveling in such a vehicle.

Health and Safety: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I understand that I may be required to pay up front for my medical expenses that I incur while participating in this Program. Further, I understand that I am

responsible for submitting any medical receipts to my insurance carrier upon my return. I recognize that Glendale Community College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. Glendale Community College may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses relating thereto and release Glendale Community College and MCCCDC from any liability for any actions.

Participating in any activity is an acceptance of some risk or injury. I agree that my safety is primarily dependent upon taking care of myself. I understand that it is my responsibility to know what personal equipment is required (such as footwear, clothing, and other protective equipment) and provide the proper personal equipment for my participation in the Program, and to ensure that it is in good and suitable condition. I agree to ask questions to make sure that I know how to safely participate in the Program activities, and I agree to observe the rules and practices which may be employed to minimize the risk of injury while participating in the Program activities. I agree to reduce the risk of injury to myself or others by limiting my participation to reflect my personal fitness level, wearing the proper protection as dictated by the activity, not wearing anything that would pose a hazard in the performance of the activity, not ingesting or using any substance during the activity which could pose a hazard to myself or others. I agree that if I fail to act in accordance with this agreement that I may not be permitted to continue to participate in the activity.

Assumption of Risk and Release of Liability: Despite precautions, accidents and injuries can and will occur. I understand that participation in some of the Program activities may be potentially dangerous, and that I may be injured or lose or damage personal property as a result of participation in the Program. Therefore, I assume all risks related to the Program activities. Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend Glendale Community College and MCCCDC and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I,

the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

Signature: I indicate by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. The Release Form shall be governed by the laws of the State of Arizona which shall be the venue for any lawsuits filed under incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program

Participant _____

Date _____

Signature of Parent or Legal

Guardian _____ Date

_____ (If student is a minor)

Return to service learning Web page

Direct feedback to: [Randy Kimmens](#)

URL: <http://www.gc.maricopa.edu/servicelearning/frisk.htm>

Last update: Tuesday November 14 2000