



UNIFORM STATEMENT OF RESPONSIBILITY AND AUTHORIZATION TO
BRING A SCHOOL FIELD TRIP TO UW STEVENS POINT

Whereas, _____ school/group of the _____ district/organization (hereinafter “Organization”) desires to register to bring their students to the University of Wisconsin Stevens Point upon the invitation of the Continuing Education Department (hereinafter “University”) as organized by Becky Wirkus (University contact) for a field trip on Friday, February 5, 2027 (date(s)), and the University has approved the Organization’s visit, the Organization hereby agrees to the following terms and conditions:

- 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 Organization students. Any University employees volunteering for the Organization during the field trip are operating outside of the scope of their employment and representing the Organization, not the University, while under the Organization’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 for all field trips, and then 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 and preserve the health and 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.



- 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 will not use electronic devices during tours, presentations, or sessions.
- f. Visitors and groups that are deemed unruly or unmanageable by UW Stevens Point will be asked to change their behavior. If the visitor or group continues their behavior, the presentation, tour, or entire visit will end.
- g. Listen, prepare, ask questions, learn, and enjoy! We are so happy you will be visiting UW Stevens Point.

8) Acknowledges reading this document and understands and accepts the terms and conditions as stated.

On behalf of Organization (District Representative):

Print Name and Title

Signature

Date

Organization Field Trip Leader Contact Information:

Contact Name

Phone No. During Trip

Email Address