



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

Whereas, the \_\_\_\_\_ school of the \_\_\_\_\_ school district (hereinafter “School District”) desires to register to bring their students to the University of Wisconsin Stevens Point upon the invitation of the \_\_\_\_\_ Department (hereinafter “University”) as organized by \_\_\_\_\_ (University contact) for a field trip on \_\_\_\_\_ (date(s)), and the University has approved the School District’s visit, the School District 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 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 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 School District:

Print Name and Title	Signature	Date

School District Field Trip Leader Contact Information:

Contact Name	Phone No. During Trip	Email Address

On behalf of University of Wisconsin Stevens Point – Vice Chancellor:

Print Name and Title	Signature	Date