

**Embry-Riddle Aeronautical University**  
**Worldwide**  
**Activity Release Form**

**SECTION I**

Every student participating in a college-sponsored trip must read and sign this consent form prior to the departure of a field trip (Any trip that goes off campus out of Worldwide) or the beginning of an event.

In addition, students who are younger than 18 years of age must have the signature of a parent or guardian. (If an under 18 student already has an "Acknowledgement, Consent, and Waiver Regarding Student Consent and Signature Authority" form on file in the Dean of Students Office, they do NOT require a parent's signature for individual field trips)

**Field Trip/Event:** \_\_\_\_\_ **Scheduled Date(s):** \_\_\_\_\_

**Location and Purpose of Trip:** \_\_\_\_\_

**Responsible Trip Leader Name** \_\_\_\_\_

**Trip Leader Phone Number (can be reached during the trip)** \_\_\_\_\_

- Trip Leader **leaves Original documents with Department on site location and takes one copy (electronic or hard copy) throughout duration of the trip**
- Trip Leader **submits one copy of this form to the Worldwide Dean of Students Office). This includes Sections I, II, III and Personal Auto Waiver if applicable**
- Clubs: Trip Leader **submits one copy of completed, signed Consent forms to Assistant Director of Student Experience (email to: [whitej1@erau.edu](mailto:whitej1@erau.edu))**

**\*Approval for Student Lead Trip:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Must be approved by Assistant Director of Student Experience or Worldwide Dean of Students)

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**SECTION II**

**General Field Trip/Event Expectations**

Embry-Riddle Aeronautical University sponsors field trips and special events for students as a means of providing a comprehensive and diverse learning environment. Field trip/event participants and leaders are expected to conduct themselves in a professional and positive manner as representatives of Embry-Riddle Aeronautical University. All students must adhere to and are responsible for The Student Code of Conduct as part of their enrollment at Embry-Riddle Aeronautical University. Failure to follow operating guidelines, instructor/advisor/staff directives, and the Student Code of Conduct may result in disciplinary action.

The following guidelines are highlighted:

1. \*The Advisor to the student organization (or a staff/faculty designee) is expected to accompany the group on their trip. Trips to be conducted by student leaders only must receive the approval of the Assistant Director of Student Experience, or the Worldwide Dean of Students or their designee at least two business days prior to the trip.
2. When personal vehicles are involved in transporting people participating in a field trip the "Waiver and Release for Usage of Personal Auto" page must be completed by each driver.

## **General Field Trip/Event Expectations, continued**

3. Anyone with a history of medical problems should consult with their physician prior to the field trip/event to be sure that they are in condition to make the trip or participate in the event. Any student with a medical problem and/or under the care of a physician may be required to provide a medical release prior to the field trip/event.
4. Any prescription medications required should be in the original container clearly indicating the patient and medication information. Be sure to take sufficient quantity for the duration of the field trip or event participation. A physician may be required to provide a medical release prior to the field trip/event if the prescription medication has the potential to impact field trip/event participation.
5. No drugs or alcohol are permitted on the field trip/event. Possession, use, sale, distribution, and/or transportation of alcohol, any controlled substance, illegal drug, or drug paraphernalia is prohibited conduct.
6. No firearms, explosives (including fireworks), or other weapons are permitted on the field trip/event. Transportation, storage, possession or use of these items is prohibited conduct.
7. Sexual harassment, sexual misconduct, lewd or indecent behavior, or sexual assault is prohibited conduct.
8. Physical abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person is prohibited conduct.
9. Interfering with normal university activities including studying, teaching, research and recreation is prohibited.
10. No student is permitted to drive a university vehicle unless authorized by the appropriate university official. Drivers of vehicles on university sponsored trips must be authorized by Risk Management in advance. In the event that rental vehicles are used, all drivers must meet the requirements of the agency providing the vehicle(s).
11. Every student is responsible for making appropriate travel arrangements prior to and after the field trip/event.
12. Failure to comply with instructor directives, engaging in prohibited conduct, or violation of any laws may result in disciplinary and/or legal action. Students may be discharged from the field trip/event and be responsible for transportation home under these circumstances.
13. Students are responsible for abiding by the Standards of Conduct, as published in the Student Handbook and may be held accountable within the student conduct system for any violations.

**It is recommended that Advisors have a delegate meeting to review these and any other expectations prior to travel. Possible topics to cover include: attending all sessions, appropriate attire, professional behavior and any responsibilities to share information upon return to campus. Many groups make a separate behavioral agreement form that each traveling student signs.**

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Field Trip Signature and Date

(Activity Release Form)

**SECTION III**  
**ACTIVITY RELEASE FORM**

Trip Leader Name: \_\_\_\_\_ Activity Location: \_\_\_\_\_

Specific Activity: \_\_\_\_\_ Date of Activity: \_\_\_\_\_

**Participation in activities of any type is at your own risk.** Participation in activities may expose you to risks of physical harm and loss of or damage to your personal property. Insurance is not provided to cover your medical expenses for injuries or losses sustained by you in the course of your participation in the above activity or for damage to your personal property. It is strongly recommended that you obtain personal insurance and that you assure that any injuries or losses you may sustain are covered thereby, or you may be personally liable for any such expenses you may incur as a result of your participation in the above activity. **In consideration of permission to participate in the above activity, you:**

1. Agree that prior to use of facilities, you should inspect the facilities and equipment to be used, and if you believe anything is unsafe, you should immediately advise the appropriate party of such condition and not use the facilities and equipment until such condition is corrected.
2. Fully understand, expressly acknowledge, and agree that you will be engaging in an activity that is dangerous and involves risk of property damage and personal injury, including possible permanent disability or death, and serious economic losses that may result not only from your own actions, inactions or negligence but also from the actions, inactions or negligence of others, the rules of participation, or the condition of the premises and equipment used, and that there may be other unknown or unforeseeable risks.
3. Agree to assume all the foregoing risks and accept personal responsibility for any damages arising from any resulting loss or injury, including permanent disability or death.
4. State that you are in proper physical condition to participate in the event.
5. Release, waive, discharge and covenant not to sue Embry-Riddle Aeronautical University, and any subdivision, trustee, officer, employee, or agent thereof for any loss, injury, damage or liability arising from your participation in the above activity.
6. Agree to defend, hold harmless, and discharge Embry-Riddle Aeronautical University, and any subdivision, trustee, officer, employee, or agent thereof for any and all liability, claims and demands of whatever kind or nature made by, on behalf of, or in relation to your participation in the above activity arising from, connected with, or related to your participation in the above activity on or about the date thereof, whether such injuries or losses are alleged to be caused in whole or in part by the negligence of the released parties, and shall pay or reimburse Embry-Riddle for all such claims and expenses on demand of Embry-Riddle.
7. Agree that any disputes arising from, related to, or connected with this activity shall be exclusively subject to the laws, jurisdiction, and venue of Yavapai County, Arizona, and that any such disputes shall be resolved by mediation. In the event that mediation fails to resolve the issue, the dispute shall be resolved by binding arbitration conducted in accordance with the rules of the American Arbitration Association.
8. Agree that any part of this release deemed unenforceable for any reason by any authority with jurisdiction over it shall be severed from this document, and the remaining terms shall remain in full force and effect.

(Activity Release Form)

