

STUDENT TRAVEL INSTRUCTIONS

This information is provided to assist University Faculty and Staff members in planning and conducting classroom and/or co-curricular trips.

Page 1. This page provides an overview of what is expected from faculty and staff sponsors and outlines documents to be completed.

Page 2. The Student Travel Overview Form. This form should be filled out by the University personnel responsible for the trip. This form is designed to clarify the travel conditions and expectations of both the University and Student. This information will help to insure that there is clear communication between the University and the Student.

Page 3. This page should be filled out by the student. This includes verification that each student understands the expectations and provides emergency contact information. This form should be turned in to the appropriate office PRIOR to departure and should remain on file with the Department supervising the trip until the trip is over.

Pages 4 and 5. These pages serve as the Release of Liability. (This form is the bottom half of page 3.) Each student should read and sign the form. This form should remain on file with the Department supervising the trip.

Page 6. Student Roster. One form (or additional if necessary) should be filled out and remain on campus for ease of emergency contacts. A copy may be taken on the trip to serve as a roster for the trip advisor/sponsor.

General Guidelines

1. These forms should remain on file during the trip.
2. All applicable state and local laws must be followed.
3. The trip organizer should have the approval of the appropriate department chair or supervisor.
4. In the event that there is no faculty or staff sponsor, one student should be designated as a contact person in the event that the University needs to get in touch with the group.

STUDENT TRAVEL OVERVIEW
Northwest Missouri State University

Department/ Office is to complete Part 1-

Part 1. Please read carefully and sign

Department/Office hosting trip:

Purpose of trip:

Date of departure: Time of Departure:

Date of return: Time of Return:

Destination (include itinerary if multiple destinations):

Faculty/University sponsor/organizer(s) in attendance (if any):
University assistance for this activity will include:

TRANSPORTATION

- ☐ University will provide transportation
- ☐ Student will provide transportation
- ☐ Reimbursement will be provided
- ☐ No transportation needed

HOUSING

- ☐ Student will pay
- ☐ University will pay
- ☐ University will make reservations
- ☐ Student will make reservations
- ☐ No Housing Needed

REGISTRATION FEE(S)

- ☐ University will pay
- ☐ Student will pay
- ☐ Waiver or Reduction of Registration Fee
- ☐ No Registration Fee

MEALS

- ☐ University will pay
- ☐ Student will pay (Meals not covered in Registration)
- ☐ No Meals required

Questions about refund policies and opportunities should be directed to the Faculty/University Contact listed above.

Student to Complete. Part 2: I agree to participate in the above described activity at Northwest Missouri State University. I understand that the University and its agents will provide assistance in the ways indicated on previous page. I further understand that I am responsible for everything else related to my participation and acknowledge that I have sole responsibility for my person, property and personal possessions.

I hereby acknowledge that I have read, understand and agree to the terms of this agreement. It is my responsibility to inform my parents or guardian of this activity. **Please print Emergency Contact and phone number. Do not list someone who is on the same trip.**

Printed name of Student Participant: 919#

Signature of Student Participant: _____ Date:

Phone number of Student Participant:

Signature of Parent or Guardian: _____ Date:
(if student is under the age of 18)

Emergency contact:

Emergency phone number:

Part 3. Student- the Faculty/Staff Event Coordinator will provide you with a Release of Liability Form for you to complete prior to departure.

RELEASE of LIABILITY

I, _____, the undersigned am a STUDENT OR OTHERWISE at Northwest Missouri State University (hereinafter "University") and I desire to participate in a COURSE OR ACTIVITY which is entitled _____ (hereinafter "Event"). In order to participate in the Event, I do hereby state and agree as follows:

1. In consideration of permission being granted to me to participate in the Event whether at the University or otherwise, and for other valuable considerations, the receipt and sufficiency of which are acknowledged, I am entering into this release agreement which extends to the University, its Board members, agents, employees, volunteers, representatives, successors or assigns, both individually and in any capacity, (hereinafter collectively "Releasees").
2. I have voluntarily chosen to participate in the Event and assume all dangers and risks associated with such Event, including those dangers and risks that may arise from my self-transportation to or from the Event or the University providing transportation to or from the Event. I certify that I am in suitable health and capacity which allows my enrollment or participation in this Event. I acknowledge that the Releasees are not responsible for any damages or claims that may arise from my participation in the Event or for any damages or claims that may arise from my self-transportation to or from the Event or the University providing transportation to or from the Event. "Self-transportation" includes either when I am driving myself to or from the Event or when I am a passenger in a vehicle driven by another person.
3. IN CONSIDERATION FOR THE GRANTING OF THE PERMISSION AS SET FORTH HEREIN I DO HEREBY, KNOWINGLY AND VOLUNTARILY, FULLY AND FOREVER RELEASE AND DISCHARGE THE RELEASEES, FOR DAMAGES FOR CONTRACT CLAIMS, PERSONAL INJURY, BODILY INJURY, SICKNESS, DISEASE, DEATH RESULTING FROM SUCH INJURY, SICKNESS, OR DISEASE; INJURY TO OR DESTRUCTION OF PROPERTY; DAMAGES FOR CARE AND LOSS OF SERVICES ARISING FROM SUCH INJURY, SICKNESS, OR DISEASE; DAMAGES FOR LOSS OF CONSORTIUM AND/OR SOCIETY ARISING FROM SUCH INJURY, SICKNESS, OR DISEASE; DAMAGES FOR LOSS OF USE OF PROPERTY BECAUSE OF ITS INJURY OR DESTRUCTION; AND ALL OTHER DAMAGES OF WHATEVER KIND AND NATURE AS A RESULT OF OR IN CONNECTION WITH MY ENROLLMENT OR PARTICIPATION IN THE EVENT AND MY SELF-TRANSPORTATION TO OR FROM THE EVENT OR THE UNIVERSITY PROVIDING TRANSPORTATION TO OR FROM THE EVENT. THIS INCLUDES ANY LOSSES OR DAMAGES CONNECTED WITH OR ARISING OUT OF INSTRUCTION, TRAINING, EMERGENCY CARE, OR OPERATIONS INCIDENTAL TO SUCH PROGRAM, WHETHER CAUSED BY THE NEGLIGENCE (PAST OR FUTURE) OF RELEASEES OR ANY OF THEM, OR OTHERWISE. NOTHING HEREIN SHALL RELEASE RELEASEES FROM GROSS NEGLIGENCE OR INTENTIONAL ACTS.
4. This Release shall be governed by and construed in accordance with the laws of the State of Missouri. This Agreement shall be deemed to have been made in the County of Nodaway, State of Missouri. The parties hereto expressly agree that any action relating to this Agreement shall be instituted in the Circuit Courts of Nodaway County, State of Missouri, and no other, and the parties expressly submit to the jurisdiction of said court.
5. All of the provisions of this Release shall be severable. In the event that any provision of this Release is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Release shall be valid unless the court finds the valid provisions of this Release are so essentially

and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this Release could have included the valid provisions without invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties. If any claim of invalidity or unenforceability is based upon the breadth of the Release, it is expressly agreed that such provision shall not thereby be deemed invalid or unenforceable, but shall be deemed modified (so as to be valid and enforceable) to the maximum extent which may be fixed by any Court as just, reasonable and equitable.

RELEASE OF LIABILITY SIGNATURE BLOCK FOR STUDENTS 18 YEARS AND OLDER

Participant Signature: _____

Date:

Home Address:

City: State: Zip:

Age:

SIGNATURE BLOCK FOR STUDENTS UNDER THE AGE OF 18 YEARS

Students under 18 years of age must obtain approval from parent or legal guardian.

Signature of Parent or Legal Guardian: _____ Date:

I certify that I am the parent or legal guardian of the above student, and that I have read the foregoing Release (including such parts as may subject me to personal responsibility), and hereby relinquish any claim that I might have against Northwest Missouri State University (NWMSU) or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the student.

STUDENT TRAVEL ROSTER

The Academic or Administrative unit is responsible for completing and ensuring this form is completed and kept on file during the trip. This form must be on file with the Academic Unit Chair/Director and University Police. CO-Curricular Activities: This form must be on file with the Academic Unit Chair/Director OR Office of Campus Activities

Purpose of trip:

Destination:

Date of Departure:

Date of Return:

Address at destination:

Faculty/staff sponsor in attendance:

Phone number of contact (or university employee) at destination:

Vehicle/transportation used (personal vehicles must have insurance):

Proof of Insurance has been verified if personal vehicles are being used. Y ☐ N ☐ N/A ☐

Student Name	Emergency Contact	Emergency Telephone
1.		
2.		
3.		
4.		
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