

# **University of Southern California**

## **STUDENT OFF-CAMPUS TRIP GUIDELINES**

1. Develop a detailed itinerary of the trip. Meet with all participants ahead of time to familiarize them with the itinerary as well as any expectations you have of them and specific risks associated with the trip.
2. If any trip activities require special skills, be sure to provide the necessary orientation and training to the participants.
3. Have all participants sign an appropriate Release Form (see attached).
4. Obtain from all participants before the trip the names of emergency contacts to call should an emergency occur and a list of participants' medical conditions which might require emergency care or special treatment. Trip leader should keep a copy of this list and the emergency contact names and one copy should remain with someone on campus who has a copy of your itinerary and would know where to locate you if necessary. Bring along a cell phone.
5. Report all incidents of injury (of consequence) to the USC Department of Risk Management at 213-740-6203.

## Description of Forms and When They Should be Used

### **Agreement and Release from Liability for Off-Campus Site Visit (Transportation provided by USC)**

This form is used when USC (a school or department) is sponsoring the trip and has arranged for transportation for the students, such as by bus, van, etc.

### **Agreement and Release from Liability for Off-Campus Site Visit (Alternative Transportation Waiver)**

This form is used when USC (a school or department) is sponsoring the trip and has made travel arrangements, such as by bus, but some students choose to make their own travel arrangements (such as by personal vehicle).

### **Agreement and Release from Liability for Off-Campus Site Visit (Student Self-Transportation Waiver)**

This form is used when USC (a school or department) is sponsoring the trip but has NOT made travel arrangements and expects students to make their own arrangements. An example would be that a class is going to a theater or jazz club, and the students will all meet there. How they get there is up to them.

### **Agreement and Release from Liability for Off-Campus Site Visit (For Events Not Sponsored or Supervised by USC)**

This form is used when a student organization or club plans its own trip without the sponsorship or supervision of USC (a school or department) and makes their own travel arrangements. An example would be a student club planning a ski trip.

### **University of Southern California Student Organization Travel Form**

This form should be completed by all student organizations, clubs and groups before they depart on any off-campus trip.

**AGREEMENT AND RELEASE FROM LIABILITY  
FOR OFF-CAMPUS SITE VISIT  
(TRANSPORTATION PROVIDED BY USC)**

I, the undersigned student, acknowledge that I have agreed to participate in the University of Southern California off-campus site visit described as follows \_\_\_\_\_(the “Program”):

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I understand that the University of Southern California will provide transportation to and from the Program location(s).

I understand that this Program is not mandatory, and my participation is purely voluntary. I recognize that participation in the Program has inherent risks of injury and agree to accept and assume any and all risks associated with participation in the Program.

As consideration for being permitted by the University of Southern California to participate in these activities, I agree that the University of Southern California (“USC”) and its officers, trustees, employees, agents, representatives, and any department, organization or group affiliated therewith (collectively “USC Releasees”) assume no responsibility for any injury or damage arising out of, or in part caused by, my participation in the Program, either while in transit to or from or at the Program locations. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless the University Releasees for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences arising or resulting directly or indirectly from my participation in the Program, including while travelling to or from Program locations, and including but not limited to claims arising from or related to USC’s negligence and/or products liability, including strict products liability.

In the event that I am injured, I agree to assume any financial obligation, either through my personal health insurance, or through some other means, for any medical costs which I incur. The USC Releasees assume no responsibility for any medical expenses, injury, or damage suffered by me in connection with the Program.

IT IS MY INTENTION BY SIGNING BELOW TO EXPRESSLY ASSUME ALL RISK OF PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE UPON MYSELF, TO THE EXCLUSION OF THE USC RELEASEES, AND TO EXEMPT AND RELIEVE THE USC RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH.

By signing this agreement, I waive my right to bring any legal action now or at any time in the future to recover compensation or obtain any other remedy for any injury to myself or my property or for my death, however caused, arising out of my participation in the Program. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives will not make any claim against, sue or attach the property of the USC Releasees for any loss or damage resulting from my participation in the Program. I am aware of the potential dangers incidental to my participation in the Program, that this is a release of liability, a waiver of my legal right to collect damages in the event of injury, death or property damage, and a contract between USC and me, and I sign it of my own free will.

I expressly agree that this release is intended to be as broad and inclusive as the State of California will allow and that if any portion is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM  
Revised 2016

AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE UNIVERSITY OF SOUTHERN CALIFORNIA AND/OR ITS AFFILIATED ORGANIZATIONS AND SIGN IT OF MY OWN FREE WILL. I ALSO VERIFY THAT I AM EITHER OF LEGAL AGE AND ABLE TO SIGN THIS RELEASE ON MY OWN BEHALF OR I AM UNDER THE LEGAL AGE OF 18 AND HAVE OBTAINED PARENTAL OR GUARDIAN PERMISSION TO PARTICIPATE IN PROGRAM.

SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_  
(If required)

**AGREEMENT AND RELEASE FROM LIABILITY FOR OFF-CAMPUS SITE VISIT  
(ALTERNATIVE TRANSPORTATION WAIVER)**

*(Note: This form is used when an academic department has made travel arrangements for an off-campus trip, and is sponsoring the trip, but students make their own travel arrangements.)*

It is the understanding of the University of Southern California that you have elected to make alternative transportation arrangements and will not participate in the travel arrangements made by USC as part of the course/off-campus trip entitled “\_\_\_\_\_” on \_\_\_\_\_(date) (the “Program”).

It is, therefore, understood that you accept full responsibility for travel arrangements and the associated costs. Further, as set forth below, the University of Southern California is not responsible for any injury or damage which may arise out of your participation in the Program or these alternative arrangements.

Please affirm your understanding by reading and signing the statement below:

I understand that transportation arrangements to and from \_\_\_\_\_ are available to me and I have elected to decline these arrangements. I accept full responsibility for making my own arrangements.

I understand that this Program is not mandatory, and my participation is purely voluntary. I recognize that participation in the Program has inherent risks of injury and agree to accept and assume any and all risks associated with participation in the Program.

As consideration for being permitted by the University of Southern California to participate in these activities, I agree that the University of Southern California (“USC”) and its officers, trustees, employees, agents, representatives, and any department, organization or group affiliated therewith (collectively “USC Releasees”) assume no responsibility for any injury or damage arising out of, or in part caused by, my participation in the Program, either while in transit to or from or at the Program locations. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless the University Releasees for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences arising or resulting directly or indirectly from my participation in the Program, including while travelling to or from Program locations, and including but not limited to claims arising from or related to USC’s negligence and/or products liability, including strict products liability.

In the event that I am injured, I agree to assume any financial obligation, either through my personal health insurance, or through some other means, for any medical costs which I incur. The USC Releasees assume no responsibility for any medical expenses, injury, or damage suffered by me in connection with the Program.

**IT IS MY INTENTION BY SIGNING BELOW TO EXPRESSLY ASSUME ALL RISK OF PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE UPON MYSELF, TO THE EXCLUSION OF THE USC RELEASEES, AND TO EXEMPT AND RELIEVE THE USC RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH.**

By signing this agreement, I waive my right to bring any legal action now or at any time in the future to

recover compensation or obtain any other remedy for any injury to myself or my property or for my death, however caused, arising out of my participation in the Program. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives will not make any claim against, sue or attach the property of the USC Releasees for any loss or damage resulting from my participation in the Program. I am aware of the potential dangers incidental to my participation in the Program, that this is a release of liability, a waiver of my legal right to collect damages in the event of injury, death or property damage, and a contract between USC and me, and I sign it of my own free will.

I expressly agree that this release is intended to be as broad and inclusive as the State of California will allow and that if any portion is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE UNIVERSITY OF SOUTHERN CALIFORNIA AND/OR ITS AFFILIATED ORGANIZATIONS AND SIGN IT OF MY OWN FREE WILL. I ALSO VERIFY THAT I AM EITHER OF LEGAL AGE AND ABLE TO SIGN THIS RELEASE ON MY OWN BEHALF OR I AM UNDER THE LEGAL AGE OF 18 AND HAVE OBTAINED PARENTAL OR GUARDIAN PERMISSION TO PARTICIPATE IN PROGRAM.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature of Parent or Guardian (if participant is under 18 years of age)

\_\_\_\_\_ Date \_\_\_\_\_

**AGREEMENT AND RELEASE FROM LIABILITY FOR OFF-CAMPUS SITE VISIT  
(STUDENT SELF-TRANSPORTATION WAIVER)**

*(Note: This form is used when an academic department has **NOT** made travel arrangements for an off-campus trip, but is sponsoring the trip, and the students make their own travel arrangements and meet at the site.)*

It is my understanding that the University of Southern California **is not making travel arrangements** as part of the course/off-campus trip entitled “ \_\_\_\_\_  
\_\_\_\_\_ “ on \_\_\_\_\_ (date) (the “Program”).

I, therefore, understand that I accept full responsibility for travel arrangements and the associated costs. Further, as set forth below, the University of Southern California is not responsible for any injury or damage which may arise out of my participation in the Program or these alternative arrangements.

I understand that this Program is not mandatory, and my participation is purely voluntary. I recognize that participation in the Program has inherent risks of injury and agree to accept and assume any and all risks associated with participation in the Program.

As consideration for being permitted by the University of Southern California to participate in these activities, I agree that the University of Southern California (“USC”) and its officers, trustees, employees, agents, representatives, and any department, organization or group affiliated therewith (collectively “USC Releasees”) assume no responsibility for any injury or damage arising out of, or in part caused by, my participation in the Program, either while in transit to or from or at the Program locations. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless the University Releasees for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences arising or resulting directly or indirectly from my participation in the Program, including while travelling to or from Program locations, and including but not limited to claims arising from or related to USC’s negligence and/or products liability, including strict products liability.

In the event that I am injured, I agree to assume any financial obligation, either through my personal health insurance, or through some other means, for any medical costs which I incur. The USC Releasees assume no responsibility for any medical expenses, injury, or damage suffered by me in connection with the Program.

IT IS MY INTENTION BY SIGNING BELOW TO EXPRESSLY ASSUME ALL RISK OF PERSONAL INJURY, DEATH, OR PROPERTY DAMAGE UPON MYSELF, TO THE EXCLUSION OF THE USC RELEASEES, AND TO EXEMPT AND RELIEVE THE USC RELEASEES FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH.

By signing this agreement, I waive my right to bring any legal action now or at any time in the future to recover compensation or obtain any other remedy for any injury to myself or my property or for my death, however caused, arising out of my participation in the Program. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives will not make any claim against, sue or attach the property of the USC Releasees for any loss or damage resulting from my participation in the Program. I am aware of the potential dangers incidental to my participation in the Program, that this is a release of liability, a waiver of my legal right to collect damages in the event of injury, death or property damage, and a contract between

USC and me, and I sign it of my own free will.

I expressly agree that this release is intended to be as broad and inclusive as the State of California will allow and that if any portion is held invalid, I agree that the balance shall, notwithstanding, continue in full legal force and effect.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE UNIVERSITY OF SOUTHERN CALIFORNIA AND/OR ITS AFFILIATED ORGANIZATIONS AND SIGN IT OF MY OWN FREE WILL. I ALSO VERIFY THAT I AM EITHER OF LEGAL AGE AND ABLE TO SIGN THIS RELEASE ON MY OWN BEHALF OR I AM UNDER THE LEGAL AGE OF 18 AND HAVE OBTAINED PARENTAL OR GUARDIAN PERMISSION TO PARTICIPATE IN PROGRAM.

Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature of Parent or Guardian (if participant is under 18 years of age)

\_\_\_\_\_ Date \_\_\_\_\_



**AGREEMENT AND RELEASE FROM LIABILITY FOR OFF-CAMPUS SITE VISIT  
(FOR EVENTS NOT SPONSORED OR SUPERVISED BY USC)**

It is the understanding of the University of Southern California that you plan an off-campus trip to \_\_\_\_\_ on \_\_\_\_\_ (the “Program”) and have made your own transportation arrangements. You acknowledge and understand that this is not an event sponsored or supervised by USC and that you have made independent travel and itinerary plans. It is, therefore, understood that you accept full responsibility for travel arrangements, the associated costs, the activities you participate in, and that, as set forth below, the University of Southern California is not responsible for any injury or damage which may arise out of your participation in the Program or these activities.

Please affirm your understanding by reading and signing the statements below:

I understand that this Program is not mandatory, and my participation is purely voluntary. I recognize that participation in the Program has inherent risks of injury and agree to accept and assume any and all risks associated with participation in the Program.

As consideration for being permitted by the University of Southern California to participate in these activities, I agree that the University of Southern California (“USC”) and its officers, trustees, employees, agents, representatives, and any department, organization or group affiliated therewith (collectively “USC Releasees”) assume no responsibility for any injury or damage arising out of, or in part caused by, my participation in the Program, either while in transit to or from or at the Program locations. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives hereby voluntarily indemnify, release from liability, agree to defend and hold harmless the University Releasees for any accident, injury, illness, death, loss, theft, damage to person or property, or other consequences arising or resulting directly or indirectly from my participation in the Program, including while travelling to or from Program locations, and including but not limited to claims arising from or related to USC’s negligence and/or products liability, including strict products liability.

In the event that I am injured, I agree to assume any financial obligation, either through my personal health insurance, or through some other means, for any medical costs which I incur. The USC Releasees assume no responsibility for any medical expenses, injury, or damage suffered by me in connection with the Program.

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By signing this agreement, I waive my right to bring any legal action now or at any time in the future to recover compensation or obtain any other remedy for any injury to myself or my property or for my death, however caused, arising out of my participation in the Program. I further agree that I, my spouse, assignees, heirs, guardians, and legal representatives will not make any claim against, sue or attach the property of the USC Releasees for any loss or damage resulting from my participation in the Program. I am aware of the potential dangers incidental to my participation in the Program, that this is a release of liability, a waiver of my legal right to collect damages in the event of injury, death or property damage, and a contract between USC and me, and I sign it of my own free will.

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Name (please print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Signature of Parent or Guardian (if participant is under 18 years of age)

\_\_\_\_\_ Date \_\_\_\_\_

University of Southern California  
Student Organization Travel Form

Name of Organization \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Type of Transportation \_\_\_\_\_

Number of Trip Participants \_\_\_\_\_  
(please attach a list of participants)

**Travel Dates**

Departure \_\_\_\_\_

Return \_\_\_\_\_

**Hotel/Lodging Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Emergency Information** (person on the trip that should be contacted first)

Name \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Person in Los Angeles that can be contacted in the case of an emergency (advisor, friend)

Name \_\_\_\_\_

Phone Number \_\_\_\_\_

**Travel Suggestions**

- ◆ Give this form with the list of participants to at least two people remaining in Los Angeles. You may even return it to Tutor Campus Center.
- ◆ Have a list of at least three names and numbers of people in Los Angeles that you can contact in the case of an emergency while you are gone.
- ◆ Have all participants complete a liability waiver.
- ◆ Complete and turn in a request for general liability insurance coverage.