Risk Management for Community-Based Courses, Projects & Activities

- **Perform a risk assessment of site**
  - Initiate contact with community organization
  - Perform a site visit
  - Determine the types of activities students will be performing for the organization
  - Note any safety hazards, physical encumbrances or barriers present at site.
  - Consult partner organization to determine if any special requirements are needed (i.e. background checks, fingerprinting, trainings, insurance, etc)

- **Domestic Travel**
  - Determine how students will get to site (i.e. personal vehicle, public transportation, university-sponsored vehicle, etc)
  - Purchase appropriate travel insurance or attend trainings
  - Complete a Travel Authorization (TA) for faculty or staff leader

- **International Travel**
  - Fill out the University Activity Abroad Approval Request, Faculty Travel and International Travel forms
  - Attend the mandatory Safety Abroad Training

- **Gain IRB Approval**
  - If course or project consists of research, contact the Office of Institutional Research/Institutional Review Board

- **Establish an affiliation or agency agreement with the community partner**
  - Consult with the Office of the General Counsel or CCBL to determine whether a written agreement is needed
  - Work with General Counsel to prepare or amend a written agreement that incorporates all of the activities and requirements of all parties involved
  - Have partner organization, college dean and UNF provost sign the prepared agreement
  - Have students tested or certified prior to the start of their community-based project.
  - Make sure the affiliation agreement specifies any requirements
  - Prepare the appropriate acknowledgement or waiver for students to sign prior to leaving campus

- **Ensure students have proper documentation & requirements**
  - Discuss with partner organization what is required of students (i.e. background checks, specific trainings, liability insurance, etc)
  - Determine which party will pay for the requirements
  - Have students tested or certified prior to the start of their community-based project
  - Make sure the affiliation agreement specifies any requirements