Risk Management for Community-Based Courses, Projects and Activities

1. Perform a risk assessment of site
2. Determine the method of travel to site
3. Gain IRB approval*
4. Establish an affiliation or agency agreement with the community partner*
5. Ensure students have proper documentation & requirements

International

1. Fill out the following forms: University Activity Abroad Approval Request Form, Faculty Travel Form and International Travel Form
   International Center
2. Attend the mandatory "Safety Abroad: Preparing to Lead Overseas Activities" training
   International Center
3. Determine how students will get to site (i.e. personal vehicle, public transportation, university-sponsored vehicle, etc)
   CCBL; Environmental Health & Safety
4. Purchase appropriate insurance or attend trainings*
   Environmental Health & Safety
5. Complete a Travel Authorization (TA) for faculty or staff leader
   CCBL; Department’s Office Manager; Travel Office
6. Determine special requirements needed (i.e. background checks, fingerprinting, trainings, insurance, etc)
   CCBL; General Counsel, Partner Org.
7. Note any safety hazards or physical encumbrances or barriers present at site.
   CCBL; Environmental Health & Safety; General Counsel; Disability Resource Center
8. Determine special requirements needed (i.e. background checks, fingerprinting, trainings, insurance, etc)
   CCBL, General Counsel, Partner Org.
9. Make sure the affiliation agreement specifies any requirements
   General Counsel
10. Have community organization, college dean and UNF provost sign prepared document
    General Counsel
11. If course or project consists of research, contact the Office of Institutional Research / Institutional Review Board
    Institutional Research

Domestic

1. Determine if a written agreement is needed
   CCBL; General Counsel
2. Work with General Counsel to prepare or amend a written agreement that incorporates the activities and requirements of all parties involved
   General Counsel
3. Have community organization, college dean and UNF provost sign prepared document
   General Counsel
4. Discuss with site what is required of students (i.e. background checks, specific trainings, liability insurance, etc)
   Partner Org.
5. Determine who will pay for the requirements*
6. Have students tested or certified prior to beginning their community-based project (this may take several weeks)*
7. Make sure the affiliation agreement specifies any requirements
   General Counsel
8. Prepare the appropriate acknowledgement or waiver for student participants to sign prior to leaving campus
   CCBL; General Counsel

Italicized lettering = Notes the office or center that faculty and staff members can go to for assistance in planning their community-based course, project or activity.

*= Indicates the referenced step is not required of all community-based courses, projects or activities.