

**MEMORANDUM**

TO: ALL FACULTY

SUBJECT: NON CSN SPONSORED  
Off Campus Activities and Field Trips

DATE: February 11, 2008

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Field trip includes only those trips which are sponsored by CSN including those which are required by the instructor as part of course curriculum.

Field trip does not include any trip that is the personal venture of the instructor. If the instructor makes an announcement concerning any personal venture trips in class, or posts or distributes written information about it on campus, or refers to his/her employment at CSN in any announcement about it:

- a) all such announcements/writings must make it clear that the trip is not associated nor sponsored by CSN, and
- b) the instructor must comply with all CSN public posting rules, and
- c) the instructor must obtain a written statement signed by each participant in the instructor's personal venture trip, as indicated below; and
- d) the instructor must keep these statements for a period of 3 years after the trip, and turn them over to the Legal Dept. if requested.

I, Student's name here, understand that I am choosing to participate in a trip that is being conducted by Professor's name here in his/her individual and personal capacity, and this trip is not sponsored, supervised, approved or associated with the College of Southern Nevada (CSN) in any way. I understand and agree that CSN has no responsibility or liability for this trip, and I waive and release any claims of liability against CSN arising from this trip.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Student's Signature here.