

SECTION 4  
**FORMS**

## STUDENT TRAVEL INFORMATION

Full Name \_\_\_\_\_  
Student # \_\_\_\_\_  
Current NS Address \_\_\_\_\_  
Cell Phone # \_\_\_\_\_  
Email \_\_\_\_\_  
D.O.B. \_\_\_\_\_ Citizenship \_\_\_\_\_  
Emergency Contact Name \_\_\_\_\_  
Emergency Contact Phone No. \_\_\_\_\_

### TRAVEL PLAN

Course \_\_\_\_\_  
Instructor \_\_\_\_\_  
Purpose of Travel \_\_\_\_\_  
Departure date \_\_\_\_\_ Return date \_\_\_\_\_  
Destination \_\_\_\_\_  
Host & Contact Information \_\_\_\_\_  
Provide Complete Itinerary \_\_\_\_\_

### TRAVEL BY PRIVATE VEHICLE | *Please see 2.3 Procedures for Traveling Safely*

I will be a passenger in a car  
 I will be sharing the driving *Provide copy of driver's licence*  
 I am renting a car  
 I will be travelling in my own car *Complete the following:*  
Licence Plate # \_\_\_\_\_  
Car Make/Model/Year \_\_\_\_\_  
Copy of Car Insurance \_\_\_\_\_  
Names of persons travelling in my car \_\_\_\_\_  
 There is a first aid kit in the car *If not, obtain one before departing*  
 I am qualified in First Aid *Provide copy of card*  
 I am qualified in CPR *Provide copy of card*

### INTERNATIONAL TRAVEL

Passport # \_\_\_\_\_  
Issuing country \_\_\_\_\_ Expiry date \_\_\_\_\_  
Health/travel insurance information \_\_\_\_\_

## ACKNOWLEDGMENT OF RISK FOR OFF-CAMPUS ACTIVITY

This document must be read and signed before you may take part in the event described below. The purpose of the document is to inform you of the risks inherent in participating in this event. By completing and signing this document, you acknowledge that you agree to and understand the terms below.

Participant's Name \_\_\_\_\_  
Course Name/Number \_\_\_\_\_  
Course Instructor \_\_\_\_\_  
Other Representatives \_\_\_\_\_  
Destination/s \_\_\_\_\_  
Purpose \_\_\_\_\_  
Travelling by:  
 My car                       Another's car                       Other (*specify*) \_\_\_\_\_  
Departure date \_\_\_\_\_ Return date \_\_\_\_\_

**To be completed by Faculty Member:**

Personal Protection Equipment [PPE]:  
 Hard hat                       Steel-toed boots                       Other (*specify*) \_\_\_\_\_  
Most Likely Risks in Participation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN CONSIDERATION of being permitted to participate in this activity, I understand and agree that:**

1. I will be travelling off-campus for the above-noted activity to site(s). I am responsible for being on time, to travel to and from the sites and that the transportation may leave without me if I am not on time.
2. The Field Trip will include, but is not limited to this purpose. I will be required to wear the PPE listed during the Field Trip.
3. Although Dalhousie University will endeavour to provide appropriate supervision, I recognize that there is an element of risk of injury in any activity associated with the outdoors. Injuries may result from, without limitation, traffic accidents, weather conditions, rough terrain, water-related accidents, the consumption of food or beverage, bodily contact with other persons, equipment malfunction, physical contact with insects and/or wildlife, sunburns, slipping, tripping or falling, falling objects such as rocks, trees and branches, and/or other hazards inherent to the environment of the Field Trip.
4. I understand that all applicable rules for participation must be followed. My course instructor is not a professional leader, guide, or licensed first aid attendant. At all times during the Field Trip, the sole responsibility for my personal safety rests with me.
5. I will immediately notify my course instructor or other listed representative if at any time I observe any unusual hazard or unsafe condition or I feel that I have experienced any deterioration in my physical, emotional or mental fitness, for continued safe participation in the Field Trip.
6. I agree I am responsible for my own safety and well being during this activity.
7. I declare that I have read, understood and agree to the contents of this Acknowledgment of Risk document in its entirety and I sign it freely and voluntarily without any inducement.

Participant Signature / date \_\_\_\_\_

Witness Signature / date \_\_\_\_\_

## OFF-CAMPUS ACTIVITY INFORMATION SHEET AND RISK ASSESSMENT

### NAME OF FREE LAB

Instructor

Instructor's contact no. during Free Lab

Participating students

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### PROJECT LOCATION *(select one)*

- In Medjuck Building / Front Lawn
- Dalhousie Campus
- Other

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### LEGAL ARRANGEMENTS

*Off-campus events may require a Certificate of Insurance: submit Form 4C to the Dean's Office several weeks before the event. Design-Build Projects may require a Letter of Understanding (LOU): see Form 4E for a sample. **Check all that apply, provide details.***

- Is Certificate of Insurance in place?
- Is LOU in place & copied to Dean's Office?

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### FINANCIAL ARRANGEMENTS

*The Project Leader is responsible for approving all expenditures, ensuring they conform to University policies and stay within budget. The School Office must be notified of expected deliveries to the Medjuck Building, so they can be properly directed. **Check all that apply. Provide details.***

- Does the project have outside funding?
- If grant-funded, who has signing authority?
- Where will supplies be delivered?

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### TRAVEL ARRANGEMENTS

*See Section 2.3: Procedures for Travelling Safely. **Check all that apply. Provide details.***

- Are there field trips?
- Is there guest travel or honoraria?
- Does the activity require flight booking?
- Does the activity require vehicle rental?

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**PROJECT DESCRIPTION**

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**PERMITS / REGULATORY ISSUES**

*Check all that apply. Provide details.*

- Are Dal or city clearances required? \_\_\_\_\_
- Is engineering required? \_\_\_\_\_
- Is a building or other permit required? \_\_\_\_\_
- Has project been reviewed for fire safety? \_\_\_\_\_

**FACILITIES REQUIRED**

*Please discuss your technical needs and anticipated use of shop facilities in advance with the Shop Technicians. Instructors are responsible for arranging room bookings, please note that major noise and certain kinds of work are prohibited in classroom spaces.*

*Check all that apply. Provide dates and details.*

- Classrooms \_\_\_\_\_
- Use of Wood Shop \_\_\_\_\_
- Use of CAD Shop \_\_\_\_\_
- Use of Photo Lab \_\_\_\_\_
- Special shop needs (welding, machining, etc) \_\_\_\_\_

**WORKPLACE RISK ASSESSMENT**

*Design-Build Free Labs bring an additional responsibility for the competent supervision of potentially hazardous construction activity. For more information, see Section 2.2: Procedures for Free Labs and Design-Build Activities. Here, you are asked to identify the potential hazards involved in the project, and explain the steps taken to reduce risk. Check all that apply. Provide details.*

**Out-of-Shop Use of Tools and Equipment**

- Portable power tools \_\_\_\_\_
- Ladders or scaffolding at height > 3m \_\_\_\_\_
- Other special equipment or machinery \_\_\_\_\_

**Supervision of Work**

- Who is Designated Construction Supervisor? \_\_\_\_\_
- Will First Aid be on site? \_\_\_\_\_
- Are Sub-Contractors involved? \_\_\_\_\_

**CLEAN-UP**

Date of Project Removal	_____
Plans for Demolition and/or Recycling	_____

The logo for Partners for Care features the text "Partners for Care" in a blue, sans-serif font. Below the text is a stylized graphic consisting of a blue wave-like shape on the left and a green wave-like shape on the right, both curving upwards.

July 25, 2013

**RE: Dalhousie Free Lab 2013 - Letter of understanding – Information Kiosk**

Common Roots Urban Farm / Partners for Care is excited to host a Free Lab to build an information kiosk in July of 2013. Thank you so much for selecting our site to host this class. Building our infrastructure through an educative process aligns with our mandate.

Here is an amalgamation and summary of what we have each agreed to do.

**Partners for Care agrees to:**

- offer \$1,250.00 in funding specific to the construction of the kiosk
- provide the space
- allow use of our one electrical outlet
- confirm that all of the underground utility providers have submitted written confirmation that no service lines will be damaged while installing foundations.
- schedule an approval meeting on Wednesday July 24<sup>th</sup> to review the groups design before proceeding to build.

**Dalhousie University agrees to:**

- Design, coordinate, and host the Kiosk Free Lab taking place July 20 to August 3, 2013
- Provide a safe and respectful work environment.
- Allow the participation of two Youth Employability Project participants.
- Contribute the \$70 per student Free Lab budget to the project.
- Manage the budget responsibly, so as not to leave the project unfinished.
- Present the design to the Advisory on Wednesday July 24 to review the design before proceeding to build.
- Complete the kiosk, even if it takes longer than expected. The Kiosk needs to be built to a completeness that the Project Coordinator of CRUF agrees is satisfactory.
- Build with materials that are as ecologically responsible as possible and that are consistent with the Guiding Principles of the farm.
- Encourage all Free Labbers to be friendly with visitors to the site.
- Build a structure that is safe for a public space, meaning structurally sound and providing the least amount of opportunity for misuse.
- Facilitate the design and build of a structure that communicates information about the Common Roots Urban Farm, and specifically has:
  - 4 poster spaces, 2' x 3', at least one with bulletin board material, and all somewhat weather protected, and designed to be accessible by people in wheelchairs and a broad range of users.

- One suggestion box
- Place for printed materials (like menus and brochures) to be stored for public taking.
- Additional elements of the kiosk could include:
  - A DIY seed saving desk (inspired by <http://www.nomoola.com/seeds/index.html>)
  - A small Freebox for the dissemination of garden related surplus.

**Further, it is jointly understood:**

- Labour is being provided at no cost by the students participating in the project
- The project encompasses educational aspects for the participants, said aspects aligning as closely as possible with the objectives of CRUF
- Both parties are committed to transparency and will inform the other if any exceptions to this letter of understanding arise due to extenuating circumstances.
- Dalhousie University confirms it has all appropriate liability insurance and is responsible for all errors, omissions and negligence of students and other agents providing Free Lab services.

The Free Lab takes place July 21-August 2, 2013. Josh Collins and Jayme Melrose will remain in close contact before and during the Free Lab. Jayme Melrose will act as the point person for the Urban Farm, communicating with Capital Health facilities, communications, through the CRUF Steering Committee members. Josh Collins will be the point person for the Dalhousie Free Lab 2013.

The Design Review is scheduled for Wednesday July 24, 2013 at 4:30pm. All sides agree to do everything possible to come to an agreement to create a structure for the Common Roots Urban Farm that is aesthetically, functionally, and structurally satisfactory to all stakeholders.

Signed:

**Partners for Care**

Name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Kiosk Freelab / Dalhousie University**

Name and title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_