

XAVIER UNIVERSITY
Risk Management & Insurance (513) 745-2090

Rev. 7/28/2008

TYPE OF PARTICIPANT	TYPE OF EXPERIENCE	AOR and Release	Medical Form	Participant Agreement	Notes
XU STUDENTS					
One-Time Experiences					
	· On-campus experience	YES AOR101 See Notes	n/a	n/a	Only required for risky activity – see instructions
	· Off-campus experience				
	o Day trip	YES AOR102 See Notes	YES MED201 See Notes	n/a	Only required for risky activity – see instructions
	o Overnight				
	▪ Domestic				
	· XU faculty/ employee-led	YES AOR103 See Notes	YES MED201 See Notes	YES PA301 if trip includes 5 or more overnight off-campus stays	Only required for risky activity – see instructions; Notary required if trip includes 5 or more overnight off-campus stays
	· Student-led	YES AOR104 See Notes	YES MED201 See Notes	YES PA302 if trip includes 5 or more overnight off-campus stays	Only required for risky activity – see instructions; Notary required if trip includes 5 or more overnight off-campus stays
	▪ International				
Contact Mary Beth Townsley for waivers specific to your international trip					
	· XU faculty/ employee-led	YES AOR105	YES MED202	YES PA303	Notary required
	· Student-led	YES AOR106	YES MED202	YES PA304	Notary required
Ongoing Experiences					
	· Internship or Co-op	YES AOR107	n/a	n/a	
	· Clubs, Club Sports Teams, Groups, Academic Classes ongoing on- and off-campus	YES AOR108	YES MED204	n/a	

TYPE OF PARTICIPANT	TYPE OF EXPERIENCE	AOR and Release	Medical Form	Participant Agreement	Notes
XU FACULTY/ EMPLOYEE					
	One-Time Experiences				
	· On-campus experience	YES* AOR109	n/a	n/a	
	· Off-campus experience				
	o Day trip	YES* AOR110	YES MED201	n/a	
	o Overnight				
	▪ Domestic	YES* AOR111	YES MED201	YES PA305 if trip includes 5 or more overnight off- campus stays	Notary required if trip includes 5 or more overnight off-campus stays
	▪ International	YES* AOR112	YES MED203	YES PA306	Notary required
	Contact Mary Beth Townsley for waivers specific to your international trip				
	Ongoing Experiences				
	· Ongoing on- and off-campus activities	YES* AOR113	YES MED204	n/a	
*Faculty members and employees should only complete the AOR if that individual is not acting within the scope of his or her employment in participating in the experience. This is rare. See TYPE OF PARTICIPANT section in instructions for more details.					

NON-XU INDIVIDUALS					
	· On-campus experience	YES AOR114	n/a	n/a	
	· Off-campus XU-sponsored experience	YES AOR115	n/a	n/a	
	· On- and off-campus experience (includes both)	YES AOR116	n/a	n/a	

If an outside organization has supplied an alternate form for your activity or group, you must consult with Mary Beth Townsley.

- Original signed forms should be carried by event organizer or group leader, or by the student if traveling alone.
- In a medical emergency, only the original signed medical release is acceptable.
- The sponsoring office or department should keep one paper or electronic copy of completed signed forms on hand during the experience, and at conclusion of the experience must retain a copy of all signed forms for two years.
- Campus Police should keep one paper or electronic copy of completed signed medical authorization forms.
- For overnight experiences expected to consist of five or more off-campus overnight stays, Campus Police should be given a paper or electronic copy of all forms.

REFER TO FULL INSTRUCTIONS FOR DETAILED INFORMATION REGARDING RETENTION OF FORMS.