COMMITTEE:

MARIA THOMPSON - CHAIR
STEVE BAINBRIDGE - VICE CHAIR
KEN BUENTING
BRIAN BUNDREN
KEITH ERICKSON
ADRIAN FLOWERS
JASON HART
JULIE HERMAN
SHELISSA JONES
DREW KENTON
CASEY PELLUM
JIM SIMS
SHANNON TUCKER
JEROME WELLS
RENEE WILEY

EX-OFFICIO MEMBERS:

MAUREEN BANKS
MELVIN BOATNER
LATONYA WEBB
ERIC SMITH

FACILITIES & SERVICES
DIVERSITY AND INCLUSION COMMITTEE
ACTION PLAN RECOMMENDATIONS
FY2018-2019

June 2018
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D&IC Calendar of Events
DIVERSITY AND INCLUSION COMMUNICATIONS

PROMOTING AWARENESS OF THE DIVERSITY INITIATIVES WITHIN F&S; EMphasizing the organization's commitment to D&I

1. Background and Description
Ensure that all employees in the organization are fully informed about all F&S D&I activities and maximize participation. The Communication Subcommittee will work in conjunction with the Employee Engagement Subcommittee to publicize their chosen activities, as well as general news and information about diversity and inclusion topics.

2. Scope
The Communication Subcommittee will coordinate an electronic organizational yearly calendar of events that include D&I activities within F&S and the university. The calendar will be published on ERIN. The Communication Subcommittee will publicize specific events chosen by the Employee Engagement Subcommittee through use of standard CRC communication channels.

3. Responsible Party
The Employee Engagement Subcommittee will provide information to the Communication Subcommittee which will work with CRC to get events publicized.

4. Frequency
Calendar of events will be a living document updated periodically with a goal of publishing events 12-24 months out.

5. Cost
No direct costs. With an estimate of 15-20 events per year needing publicizing, the cost would be $750-$1000 per year for supplies.

6. Contingencies
None

APPROVAL AND AUTHORITY TO PROCEED
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C-U INITIATIVE FOR LABOR DIVERSITY (CUILD)

1. Background and Description
CUILD was started by members of the AFL/CIO in response to a 2016 study conducted by the University of Illinois, Project for Middle Class Renewal of Labor Education Program, entitled, "Advancing Construction Industry Diversity: A Pilot Study of the East Central Area Building Trades Council." The study was conducted in cooperation with the local building trades to determine levels of access and involvement in the apprentice building trades by minority and female workers and recommend practices that would enhance inclusivity in the industry. The completion of the study generates a unique opportunity to foster a renewed effort to achieve a local trades-labor force that more closely mirrors the diversity of our community.

In 2017, more than 80 community stakeholders attended a series of meetings to launch the C-U Initiative for Labor Diversity. CUILD includes 4 active working groups that are currently working to set goals and action steps for a 3-year plan. Three F&S staff attended the initial kick-off of the initiative and signed up to participate on 3 of the 4 working groups (Youth, Communication, Education, and Recruitment and Retention).

2. Scope
F&S will participate as a stakeholder by attending future meetings and providing input on the working groups created to develop and complete the three-year strategic plan and work to identify additional collaborative opportunities that will enhance employment diversity at F&S.

3. Responsible Party
F&S Diversity and Inclusion Committee Chair, Vice Chair, will serve as designated participants and will provide updates to the D&I Committee. Representation from Building Maintenance, Construction Services and Capital Planning will also attend meetings.

4. Frequency
The commitment will equate to 10 hours per year per participating employee. Meetings are held at the UA Local 149, from 4:30pm-6:30pm on a weekday, once per quarter.

5. Cost
2 employees at minimum. 2 x 10 x $75 = $1,500 (Hourly employee)

6. Contingencies
None
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Approved By: ___________________________  
Date: ___________________________
1. Background and Description

This is a program coordinated between Champaign Unit #4 and the building trades (primarily Plumbers and Pipefitters Local 149). It is designed to give students from Champaign Centennial and Champaign Central High schools insight about the highly skilled Trade careers that can be found in and around Champaign County. Students are given a unique opportunity to explore eight to ten different Building Trades programs that service the greater Champaign County region. Through these experiences, students will receive hands-on training from some of the most highly skilled tradespeople in the industry. The program runs for two weeks (10 days) during the month of June or July. The expectation is for each trade to prepare six(6) hours of classroom/demonstration activities for their day of community outreach. There will be a mixture of time spent in both the classroom and out in the field learning about each trade.

In 2017, F&S participated in this activity. Angela King and Jim Volrath presented for 1 hour each on their careers and how they interact with the Crafts and Trades. Approximately 10-15 students toured the Abbott Power Plant facilities.

2. Scope

F&S has been invited to participate on July 13, 2018. Participation would include having an architect and/or engineer from F&S speak to the students about real life experience in the field during the morning session and a possible tour at Abbott Power Plant in the afternoon. The morning session would be held at the Local 149 location and Unit #4 would be responsible for transporting the students to and from Abbott Power Plant.

3. Responsible Party

F&S Diversity and Inclusion Committee would be the point of contact to coordinate the F&S staff to participate.

4. Frequency

This would be an annual event that would occur once during the summer.

5. Cost

No direct costs.

6. Contingencies

1. Compliance with ANCRA is required. The Protection of Minors Event Form will need to be submitted to Jen Payan at payan@illinois.edu before the event can take place. The form submission is located online at http://cam.illinois.edu/policies/hr-64/.
2. Completion of General Waiver form
**APPROVAL AND AUTHORITY TO PROCEED**

We approve the event as described above, and authorize the team to proceed.

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Date: 5/30/18

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Date: [Signature]
PROMOTING AWARENESS & INCREASING DIVERSITY IN CONSTRUCTION RELATED EMPLOYMENT AT F&S.

EDUCATION TO CAREERS AND PROFESSIONS (ECP)

1. Background and Description
Champaign Unit 4 School Board approved a program at Champaign Centennial High School in 1996, Central High School in 2004 and the Novak Academy in 2008 entitled “Education to Careers and Professions” (ECP). The mission of ECP is to reinforce the high school academic learning process by uniting the business and educational communities in a common goal to prepare all students—whether they are going directly into the workforce, to a community college, or to a four-year university—for productive and satisfying careers in the 21st century. Local businesses and organizations partner with the program to help educate students about careers, essential employment skills by becoming a participant in the “Handshake of Cooperation” program through ECP Program. Students discover how to identify personal interest, match these with a career pathway, experience the world of work first hand and plan an academic program to meet future goals.

2. Scope
We propose that F&S become a participant in the program by matching students (based upon their interest) with F&S staff members in the different careers at F&S. The F&S staff could participate by providing one or more of the following at F&S.

1.) Give a career presentation to students that have an interest in the career field.
2.) Facilitate an information career interview with a student at F&S.
3.) Be a career mentor for a student who has a strong interest in the career.
4.) Participate as a career adviser in the project-based internship class for seniors.

We recommend that F&S commit to up to 5 requests per fiscal year. Unit 4 does not require a commitment to any number of yearly hours or resources; it would be based entirely on students who have an interest in Facilities and Services careers. Unit 4 estimated 5-10 requester per year. We can either accept or deny the request when asked. Scheduled commitments will be identified on the Calendar of events.

3. Responsible Party
F&S Diversity Committee would be the point of contact to coordinate the students and F&S staff to participate.

4. Frequency
Commitment would vary throughout the year based on student interest. Recommend accommodating up to 5 requests per year. Each event would last no more than 2 hours.

5. Cost
2 employees / 2 hours each x $50 x 5 occurrences = $1000
6. Contingencies

1. Compliance with ANCRA is required. The Protection of Minors Event Form will need to be submitted to Jen Payan at payan@illinois.edu before the event can take place. The form submission is located online at http://cam.illinois.edu/policies/hr-64/

2. Completion of General Waiver Form

**APPROVAL AND AUTHORITY TO PROCEED**

We approve the event as described above, and authorize the team to proceed.

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Approved By: ___________________________ Date: ___________________________
PROMOTING AWARENESS & INCREASING DIVERSITY IN CONSTRUCTION RELATED EMPLOYMENT AT F&S.

TRADES TUESDAYS

1. Background and Description
Champaign Unit 4 Schools and the East Central Illinois Building and Construction Trades Council (ECIBCTC) partner to offer students the opportunity to learn directly from professionals in the field. Representatives from the various building trades will be available to work with classes in an order that closely mirrors the construction process from start to finish. This takes place every Tuesday, February 6th-May 15th of the school year.

This year opportunities to learn about the building trades was provided to students enrolled in the Industrial Technology Overview course at Central High School. Randy Johnson, Carpenter Business Agent and the Unit 4 course instructor sent an invitation to have a Carpenter from F&S to participate on March 13th. Jerome Wells was approved and participated for two class periods and shared his experience and the benefits as a Carpenter. Approximately fifty to sixty students were in attendance for the two periods combined (3 females, 25 black, 10 Hispanic and remainder white). The students asked a lot of questions and several expressed their interest in carpentry.

2. Scope
We propose that F&S continue participation in this program during the FY19 Spring session and once annually going forward. Participation would consist of rotating through the different trades at F&S utilizing one F&S staff who is willing to volunteer.

3. Responsible Party
F&S Diversity Committee would be the point of contact to seek F&S volunteers and coordinate with the ECIBCTC and Unit 4 contact for participation.

4. Frequency
Commitment will occur once in the spring. Participation would last no more than 2 hours.

5. Cost
Spring – 1 employee / 2 hours x $50 = $100
Total cost = $100 labor costs.

6. Contingencies
Supervisor approval and completion of Employee Participation Waiver form
# APPROVAL AND AUTHORITY TO PROCEED

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Date: [Date]
BROWN BAG DISCUSSIONS

1. Background and Description
Monthly Brown Bag discussions are a method to encourage F&S employees to join the conversation about the value of differences in the workplace while advancing inclusion and diversity. Topics will be decided based on events happening both locally and nationally to address issues including, but not limited to implicit bias, micro aggressions, cultural assimilations, equity and equality. Speakers will be chosen for by the Employee Engagement sub-committee members.

2. Scope
F&S will participate as a stakeholder by attending informational sessions facilitated by various campus organizations on topics that will enhance diversity awareness at F&S.

3. Responsible Party
F&S Diversity and Inclusion Employee Engagement Sub-Committee.

4. Frequency
The commitment will equate to about 6 hours per year per participating employee. Meetings are held the 3rd Wednesday of the month at PPSB Rm 128, from 12-12:30pm.

5. Cost
$50/hour * Travel time to and from PPSB for participating employees who have work sites outside of PPSB. Maximum annual costs = $12,000 (40 x $25 x 12)

6. Contingencies
None
APPROVAL AND AUTHORITY TO PROCEED

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EMPLOYEE ENGAGEMENT

HABITAT FOR HUMANITY BUILD

1. Background and Description
Habitat for Humanity was founded in 1976 by Millard and Linda Fuller who wanted to develop the concept of "partnership housing". It now works in nearly 1,400 communities across the U.S. and in approximately 70 countries and has helped 9.8 million people achieve strength, stability and independence through safe, decent and affordable shelter.

Habitat for Humanity of Champaign County was established in 1991. The UIUC Student Chapter began in the Spring of 1992, and became an official chapter with Habitat for Humanity International in March of 1993. The student chapter has been a key to the success of the Affiliate. They have sponsored and built 10 homes and will start on the 11th in the spring of 2015. They have provided countless volunteer hours on many other homes.

2. Scope
F&S will participate as a stakeholder by using various skill sets to assist families in building their homes. This will promote inclusivity through employee engagement.

3. Responsible Party
F&S Diversity and Inclusion Employee Engagement Sub-Committee.

4. Frequency
The commitment could equate up to 10 hours per year per employee volunteer. Event will take place twice a year on Saturday from 10am – 3pm at various work sites.

5. Cost
None

6. Contingencies
Attendees will need to complete the University of Illinois Employee Participation Waiver of Liability Form
APPROVAL AND AUTHORITY TO PROCEED

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Approved By Date

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NEW EMPLOYEE ORIENTATION TRAINING

1. Background and Description
The new employee training was developed by HR and is given to all new employees.

2. Scope
The new employee orientation will include a section on Diversity & Inclusion.

3. Responsible Party
HR created, updates, and conducts this training.

4. Frequency
This is given to new employees within 60 days of starting employment.

5. Cost
HR staff time and new employee staff time. New employee numbers vary.

6. Contingencies
None

APPROVAL AND AUTHORITY TO PROCEED

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MANDATORY/COMPLIANCE CURRENT EMPLOYEE TRAINING

1. Background and Description
Currently Facilities & Services does not have a current employee training concerning Diversity & Inclusion. Previous committees worked to provide a framework for what type of training could be offered, and this year's committee sought out different training options and costs. It is proposed that F&S, working closely with Morris Mosley from the Faculty Staff Assistance Program, creates an interactive, in-depth, and in-person diversity training framework and content for current employees.

2. Scope
F&S will work with FSAP to create the framework. The content of the training will be developed by utilizing diversity and inclusion training offered by subject matter experts from the campus, and in-house development. Each training session would have around 30 staff members and would be offered at varying times and dates in order to accommodate all F&S staff shifts and schedules.

3. Responsible Party
The D&I Training Subcommittee and ERHR will work with FSAP and campus subject matter experts to create the training curriculum. The training would be given by the subject matter experts and/or trained knowledgeable F&S staff.

4. Frequency
Components of the training will be mandatory (i.e. D&I training for supervisors). Training will be offered at varying times and dates.

5. Cost
$55,000 ($50/hr x 1100 employees)

6. Contingencies
None
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VOLUNTARY CURRENT EMPLOYEE TRAINING

1. Background and Description
The university offers Ally Training through OIIR on topics such as Racial Justice and LGBT issues/concerns. This training provides an opportunity for F&S staff to pursue further training on their own time. The trainings are offered multiple times per year and are listed on the proposed F&S combined calendar.

2. Scope
"The Racial Justice Allies and Advocate training is designed to provide students, faculty, and staff with a core awareness of the structures of racism, its role in interpersonal relationships, and empower allies to elevate the voices of underrepresented populations at the University of Illinois."

"Being an ally on gay/lesbian/bisexual/transgender issues is the process of working to develop individual attitudes, institutions, and culture in which gay, lesbian, bisexual, and transgender people feel they matter. In doing so, allies also work to end homophobia, biphobia, transphobia, and heterosexism." Both scope descriptions taken from the OIIR website.

3. Responsible Party
OIIR creates, schedules, and gives this training multiple times a year.

4. Frequency
Trainings occur almost monthly in 3 hour increments.

5. Cost
25 employees will be allowed to attend a session per year on a first come first serve basis. Estimated cost: 3 hour sessions x $50 per hour x 25 employees = $3750.

6. Contingencies
None

APPROVAL AND AUTHORITY TO PROCEED
We approve the event as described above, and authorize the team to proceed.
SUPERVISOR TRAINING

1. Background and Description
The Supervisor Training is being developed by Eric Smith and Melvin Boatner, and it provides a D&I component to the proposed new Supervisor Training.

2. Scope
The scope is to provide a D&I component to the proposed new Supervisor Training in order to help supervisors have conversations with staff about D&I subjects, identify issues, and provide problem solving for those issues.

3. Responsible Party
Eric Smith and Melvin Boatner are currently creating this training. HR would conduct the training.

4. Frequency
Annually

5. Cost
The cost would include HR staff time to prepare and present and supervisor staff time while attending the training. The number of people for this are unknown at this time.

6. Contingencies
None

APPROVAL AND AUTHORITY TO PROCEED
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Protection of Minors on Campus
Resource Page – What You Need to Know in Less than 5 Minutes

The University of Illinois recognizes a fundamental obligation to protect minors when they are on university premises participating in university programs designed to include minors, or are in the care of university staff. A minor is anyone under 18.

If you suspect child abuse or neglect of a minor, even if they are full-time students attending the university, you must IMMEDIATELY report your suspicions to the Illinois Department of Children and Family Services (DCFS) at 1-800-25-ABUSE.

In addition, you must report suspected child abuse or neglect to the university police/public safety department.

Death of a child as a result of suspected abuse or neglect must immediately be reported to the appropriate medical examiner or coroner. The university police may assist you with this.

You are required to cooperate with any investigations into alleged child abuse or neglect.

The Illinois Abused and Neglected Child Reporting Act (ANCRA), imposes mandatory reporting requirements on ALL university personnel (including faculty, staff, post-docs, visiting scholars, and student employees).

ANCRA reporting also applies to:
1. Contractors providing services or support for university activities including minors.
2. Authorized volunteers performing services for university programs designed to include minors or gaining personal or professional experience in specific endeavors.
3. Students whose coursework involves work with minors should refer to their professor, supervisor, or unit human resources office for their training and reporting requirements.

IF your department, unit, or sports team is sponsoring an event OR,

1. has facilities an external entity will use for an event and
2. that event is designed to include minors not enrolled or accepted for enrollment, THEN:

A. Prior to the event, send a completed protection of minors event form to your university’s point of contact.
B. All members of the university community who are responsible for the supervision or care of children, or whose duties require close contact or time alone with minors not enrolled or accepted for enrollment, must undergo a criminal background and sex offender registry check.
C. Covered contractors and volunteers must complete the university’s ANCRA education program and certify they understand their reporting responsibilities. The department overseeing the event is responsible for providing and retaining the certification forms.

Retaliation against anyone who makes a good faith report of child abuse or neglect, or cooperates in the investigation and handling of such reports, is not tolerated.

Points of Contact and Additional Information:

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<tr>
<th>Campus</th>
<th>Name</th>
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<th>Email</th>
<th>Policies</th>
<th>Website</th>
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<tr>
<td>System</td>
<td>Cassandra Staudacher</td>
<td>(312) 575-7877</td>
<td><a href="mailto:cks@uillinois.edu">cks@uillinois.edu</a></td>
<td>Policy</td>
<td>FAQs</td>
</tr>
<tr>
<td>UIUC Contact 1</td>
<td>Yulee Kim</td>
<td>(217) 333-3105</td>
<td><a href="mailto:ycaren2@illinois.edu">ycaren2@illinois.edu</a></td>
<td>Procedures</td>
<td>Website</td>
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<tr>
<td>UIUC Contact 2</td>
<td>Chris Carr</td>
<td>(217) 333-2137</td>
<td><a href="mailto:icarr@illinois.edu">icarr@illinois.edu</a></td>
<td>Procedures</td>
<td>Website</td>
</tr>
<tr>
<td>UIUC Contact 3</td>
<td>Jen Payan (event forms)</td>
<td>(217) 300-8108</td>
<td><a href="mailto:payan@illinois.edu">payan@illinois.edu</a></td>
<td>Procedures</td>
<td>Website</td>
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<tr>
<td>UIC</td>
<td>Joanna Wolek</td>
<td>(312) 355-5524</td>
<td><a href="mailto:jwolek@uillinois.edu">jwolek@uillinois.edu</a></td>
<td>Procedures</td>
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<tr>
<td>UIS</td>
<td>Anthony Lozzi</td>
<td>(217) 206-7237</td>
<td><a href="mailto:alozz2@uis.edu">alozz2@uis.edu</a></td>
<td>Procedures</td>
<td>Website</td>
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Waiver – Employee Participation - Voluntary Program*

(Involving Physical Activity)

Print Name:  

University Department:  

Waiver of Liability/Informed Consent

By signing below, I understand and affirm I have enrolled or will participate in a voluntary program of activity* including but not limited to parties/picnics/get-togethers, athletics, drug/alcohol counseling and/or aerobic dance, running, walking, weight training and/or various personal conditioning or other counseling offered by my employer or selected vendor(s).

I hereby affirm I am in appropriate physical condition and do not suffer from any disability or known condition that may interfere with safe participation. I understand there are risks attendant to all parties, rehabilitation, athletic and exercise programs. I have checked with my physician or medical caregiver prior to participation. In consideration of my participation in this program, I, for myself, my heirs and assigns, hereby release my employer and its employees and consultants from any claims, demands and causes of action arising from my participation in the program.

I further affirm my participation in this program is wholly voluntary and I can start, continue or stop my participation at any time. I affirm participation is not part of my job and I am not being paid to participate. I have not been ordered or assigned to participate and can stop at any time at my choosing. I agree I will not file or prosecute any workers’ compensation claim(s) from any injuries or physical conditions occurring or arising during, after or related to my participation in these activities.

________________________  
Employee Signature  

________________________  
Date  

________________________  
Received by  

________________________  
Date
AGREEMENT AND ACKNOWLEDGEMENT OF RISK
FOR PARTICIPANTS ATTENDING:

NAME OF EVENT

DATE(S)

YEAR

THIS FORM IS AN ACCEPTANCE OF RESPONSIBILITY AND ACKNOWLEDGES AN UNDERSTANDING OF RISKS ASSOCIATED WITH THE ABOVE-REFERENCED ACTIVITY.

This document affects your legal rights. You must read and understand it before signing it.

Name Phone

Address City State Zip

ACKNOWLEDGEMENT OF RISKS

I acknowledge that there are certain risks, hazards and dangers, including risk of physical injury, disability, or death and risk of loss of use or damage to my personal property. Risks include but are not limited to transportation accidents, weather related hazards and natural disasters, infectious diseases, the possibility of slips and falls, pinches, scrapes, twists and jolts that could result in scratches, bruises, sprains, lacerations, fractures, concussions, or even more severely debilitating or life-threatening hazards. I understand that injury or loss may result from unknown or unexpected risks, but may also result from the use of equipment, materials, or facilities recommended by the University of Illinois, environmental conditions, from the acts or omissions of others, or from the unavailability of immediate and/or adequate emergency medical care. There is also the possibility that my engaging in such activities could cause injury or harm to a person other than myself.

The activity is described below:

Detailed description

I verify that I have no physical disabilities, impairments, or chemical dependencies that inhibit my participation in this Event.

I understand that the University of Illinois does not guarantee my personal health or safety at any point during this Event, nor does it protect me against risk of loss of my personal property.

I understand the University of Illinois does not assume responsibility for the actions of persons not employed by the University, for events that are not part of the Event, or that are beyond the control of the University or its contractors, or for situations that may arise due to the failure of the participant to disclose pertinent information.
I understand and hereby acknowledge that I assume all risks incurred by my participation in the Event. In consideration of being allowed to participate in the Event, I hereby release the Board of Trustees of the University of Illinois, its officers, agents and employees (collectively “University of Illinois”) from any and all claims arising out of or in any way connected with the Event and my participation in the Event, including but not limited to the risks as outlined above.

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**Code of Conduct**

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**Acknowledgement of Responsibility**

- I consent to medical treatment in the event of injury, accident and/or illness during the event.
- In the event I am injured or become ill while participating in this event I understand and agree that I will accept responsibility for any medical bills, including co-payments and deductibles.
- In the event I am injured or my property is damaged as a result of participating in this activity I will not seek reimbursement from the University of Illinois unless it is the sole negligence of the University of Illinois that caused my loss. I understand and agree to let the University of Illinois Claims Management office adjudicate the claim and will abide by their findings.
- In the event that while participating in this activity I cause harm to another person or another person’s property I accept sole responsibility for my actions.

I understand and accept the risks; I understand and agree to abide by the code of conduct; and I accept responsibility for injury to myself; my own property; and harm to others that I have caused.

________________________________________________________________________

Date

Signature
Waiver and Release

In consideration of my participation in insert activity type/name, the below signed independently and collectively, and on behalf of himself or herself, his or her heirs, legatees, personal representatives and all those claiming by or through him or her, consent to and do hereby discharge, release, and hold harmless the Board of Trustees of the University of Illinois, sponsors and their affiliates, agents, volunteers, servants, employees, successors and distributors from claims, action, losses, damages, or expenses for personal or bodily injury (including death) and property loss or damage incurred by him or her or arising out of or in connection with his or her participation in the insert activity type/name. I have read the foregoing and am of legal age to consent to the waiver or to give consent for my minor child or a child for whom I am legal guardian. By signing this agreement, I hereby acknowledge, accept and attest that I have the legal authority to bind myself or my minor child to this agreement and accept the terms and conditions set forth herein.

PARTICIPANT OR PARENT/LEGAL GUARDIAN:

Participant Name (Printed)

Name of Parent/Legal Guardian (if applicable)

Signature (Parent signature if minor)

Date

Relationship to Participant (If Minor Participant)