

**University of Wisconsin – Superior
Recognition of Agency Statement (ROAS)**

The University of Wisconsin – Superior (“University”), Department _____ authorizes _____ to perform as an agent of the University during the term of the course-related educational field trip specified below. This authorization is valid for the period starting on _____ and ending on _____

Scope of agency: The above named agent is authorized and expected to take all necessary and appropriate actions to preserve and protect the human and financial assets of the University with respect to this trip during the term of this agreement.

Objective: The objective (s) of this trip is (are):

Nature, dates and destinations (s): The nature, dates and destination (s) of this trip:

Liability protections afforded: The University will defend and protect the agent from liability due to actions made in good faith and performed within the scope of this agreement.

Consequences of failure to perform: the agent shall bear responsibility up to and including separation from the University in the event that the agent fails to perform the duties assigned within the scope of this agreement.

For the Agent: _____
Signature Printed Name Date

For the University: _____
Signature Printed Name Date

CC: _____

ADVISOR WILL RETAIN THIS FORM FOR 12 MONTHS; 3 YEARS IN THE EVENT OF AN ACCIDENT

For purposes of this document, a field trip is defined as an irregularly occurring, off-campus excursion. Regular, reoccurring attendance to off-campus educational instruction as part of a course does not fall within this definition.