



NEW FRONTIERS FOR LIFELONG LEARNING

FACILITATOR HANDBOOK

SEPTEMBER 2009

Copy belongs to _____

Facilitators Handbook

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I. Introduction

The Curriculum Committee is composed of all the facilitators of the New Frontiers' study groups. The committee meets the second Thursday of each month. Regular attendance at meetings is encouraged. The committee welcomes any member who has expertise or interest in a specific study area who would like to facilitate a study group.

Policy: (Disclaimer ratified by New Frontiers Council, June 9, 2003) Mesa Community College, New Frontiers allows you the facilitator the freedom to express your own view. Your opinion is not necessarily that of Mesa Community College or the New Frontiers Governing Council. As always, in the fine tradition of New Frontiers, common courtesy and respect for one another should rule the situation. Your responsibility is to control, as well as apply, these same courtesies to course participants. When expressing a personal view, you should make it clear to the class that it is a personal opinion and not the opinion of anyone else.

Registration and Enrollment Policy: Registration is the payment of a membership fee to MCC for the privilege of receiving New Frontiers benefits. The fee may be paid on an annual or semiannual basis. Benefits include learning, social, travel, volunteering, and organizational opportunities.

Registration is required for enrollment in New Frontiers courses. Additionally members are required to enroll for each course they attend.

You may set a limit on the number of attendees for your course. If the established class limit for a course is reached, you should make a waiting list and consider options for accommodating those on the list, such as requesting a larger room or offering another session. When any change is required, please consult with the Curriculum Chair or CoChair.

Before the first class session, visit the classroom to assure that it meets your needs. Prior to the start of the course, make every effort to contact the enrolled participants to welcome and inform them of the status of the study group.

II. Facilitator administrative responsibilities

Facilitators: You the class facilitators are our key members and are encouraged to expand course offerings and to move into leadership roles. You are requested to attend the Open House to assist with course enrollment and to answer any questions concerning your course(s). You are encouraged to provide handouts that might clarify questions or provide good marketing tools to potential members. As described below, if your course is a reservation class (®) you will be the contact for students wishing to enroll in your class. At the Open House you will avail of a student signup sheet which will be your class roster. Students may contact you via email or phone prior to and/or after Open House.

Enrollment Procedures: Each class in the Course Schedule is coded by a symbol that indicates what a New Frontiers member must do to enroll in the class. The following table describes and explains the symbols.

<u>Class Symbol</u>	<u>Class Types</u>	<u>Enrollment Procedures</u>
#	MCC Enrollment	Courses that have a number require members to complete an enrollment form at Open House or enroll by phone with the MCC Community Education Office at 480-461-7497 or enroll online at www.newfrontiers-mesa.org .
®	Reservation Enrollment	Members can enroll by using a sign-up sheet at Open House or by contacting the facilitator via email (preferred) or by phone.
N/A	“Not Applicable”	Enrollment information is contained in the class description in the Course Schedule. Members will follow the instructions to enroll or attend. Refer to the class grid for any changes that may have occurred since the printing of the schedule.
☑	Risk Form Required	The checkbox symbol may appear with any of the other enrollment symbols. It means a risk form is required in order to attend the class. You will provide the form at the first class session.

Study Proposals: To institute a course you must submit a *Study Group Proposal* for each class offered. The proposal outlines the scope of the course, establishes times and identifies needed resources. Proposals must be submitted prior to the cutoff date. At this “cutoff” the Course Schedule development is at the point where added changes jeopardize the availability of the Schedule for the Open House. No exceptions will be made for the submittal of forms after the established/announced cutoff dates. Currently the cutoff date is the first day of the month preceding the month of the Open House. Earlier proposal submission is greatly appreciated as it reduces the last minute workload of producing the Course Schedule. Your proposal may be submitted electronically using the form on the New Frontiers website, www.newfrontiers-mesa.org, or by completing a hard copy of the form included in this handbook.

Rosters of Attendees: For MCC Enrollment (numbered classes), you will receive your MCC roster list in the mail. For the Reservation Enrollment classes, you will create your own roster by signups at the Open House and by direct contacts before and after Open House (preferably by email, otherwise by phone) from members wishing to enroll. The *Attendance/Emergency Contact List Form* (included in this handbook) may be used to record enrollment information. Please make every effort to contact each individual by email or telephone prior to the start of your first session. Clarify the date of the first session, time, and location, and answer any related questions.

Off Campus Partnership Facilities: A number of facilities partner with New Frontiers. Partnership members are allowed to attend courses without being New Frontiers members. If you have a class at a partnership-facility contact the facility administrator to confirm how many of its members plan to attend your course. This communication will help ensure sufficient accommodation for the number of attendees and help you to have adequate handouts. A list of the administrator’s names, phone numbers, and/or email addresses and map will be provided by the Curriculum Committee Chair.

Visitors to Classes: Visitors are always welcome with your permission. Allowing visits is a marketing tool. If a visitor is attending on a frequent basis we like to see them become a New Frontiers member.

Class Attendance Forms: *Each facilitator **must** maintain an emergency contact list for each attendee.* The *Attendance Emergency Contact List Form* (included in this handbook) may be used. But you may keep track of attendance using whatever method is most comfortable for you. (Please note that the attendance record for your class should be available whenever MCC wants a sampling of the numbers of attendees.) Be aware if a person misses a couple of sessions. You are encouraged to contact absentees, since we want our members to know we are concerned about their well-being. If the person is ill, contact the Membership Committee, and they will make certain a card is sent to them. Encourage your class to let you know (as a courtesy to you) if they are unable to attend a session or sessions or if they are unable to continue taking the class. At the end of your series of classes, please destroy the list.

Emergency Procedures: Considering the ages of our attendees, you are required to be familiar with all emergency procedures. We have had a few critical situations, and with preparation you will be equipped to correctly handle any future incidence. At the first session of any study group, make participants aware of the emergency procedures at their respective campus. Refer to Section IV “Emergency Procedures” in this handbook.

Assumption of Risk Forms: If your course poses a possible risk, each attendee must sign a risk form before she/he can participate. Courses requiring risk forms are identified in the Course Schedule. Refer to Section VII “General Assumption of Risk and Release of Liability Form” in this handbook for more information about the risk form.

Volunteer Service Statement & Agreement: MCC has a requirement for all facilitators to sign an agreement that: you are not an employee of any Maricopa county college, that you understand the requirements of a facilitator and that you are facilitating without pay.

Open Communications: If any occurrence takes place that is out of the ordinary, please notify the Curriculum Chair concerning details of the event. Misunderstandings can potentially become blown out of proportion, so firsthand accounts are important, even if the problem appears to be resolved.

III. Campus information

Mesa Community College (MCC) Campus

General Information: The main campus is located on the southeast corner of Dobson and Southern Avenues. Several parking lot entrances are located on both streets. Bus stops are also located on both streets. Disabled parking and handicap ramps are readily available. The campus address and phone number are:

Mesa Community College (MCC)
Southern and Dobson Campus (SD)
1833 West Southern Avenue
Mesa, AZ 85202
480-461-7000

Parking: When on the campus as a facilitator, you may use your *Temporary Parking Permit-Visiting Instructor* form, which permits you to park in faculty and staff parking spaces. Campus security strictly adheres to all parking regulations; tickets are issued for parking in faculty, staff or disabled areas without the appropriate permit. A *Temporary Parking Permit* may be obtained from the Curriculum Chair.

Audio/Video Equipment: To make arrangements to use audio/video equipment, contact the **Media Department** at **480-461-7687**.

Copying: The Copy Center is located in the Academic Support (AS) Building (West of the Kirk Center and adjacent to the Library Building). The New Frontiers authorization code will be given to you by the Curriculum Committee Chair. Copy machines are available for individual use, or you can submit a request for the Copy Center to handle large jobs. When doing your own copying, a 30 to 50 page limit is suggested since so many people use the copy machines. In an effort to conserve paper, please print on both sides of the paper. When you finish copying, please push the completed button to cancel the code from the machine so that the next person's copying will not be charged to New Frontiers. When you print a large number of copies at the Copy Center, give the Curriculum Chair a copy of the completed copy form to assist in tracking copying costs.

MCC Red Mountain Campus

General Information: The new buildings of Red Mountain Campus are just East of Power Road and North of McKellips. The address and phone number is:

MCC Red Mountain Campus
7110 East McKellips
Mesa, AZ 85215
480-654-7200

The main entrance has a stop light and left turn lane for easy access. You can also reach the "old" campus from this entrance by continuing past the new buildings. The "old" campus, known as Acacia Village, is on the East side of Power Road, about a half mile north of McKellips Road. You may also use two other entrances: (1) one entrance is marked by a sign that states, *Mesa Community College, Red Mountain Campus*, and (2) the other entrance, a hundred feet farther north, is used to reach the parking lot and quad building where most of the New Frontiers study groups meet. This square compound area is designated on the campus map as RDM V Acacia Village, and houses rooms RDM VI16–124.

Parking: Several parking areas are available at the new buildings, including a good number of disabled handicap spaces. At the Acacia Village building, the parking lot is on the north side of the buildings. It is a large area, and parking should not be a problem. Disabled and handicap accessibility is readily available.

Audio/Video Equipment: To make arrangements to use audio/video equipment, contact the **Media Department** at **480-654-7705**.

Copying: A copy machine is available in the Faculty Resource Center. The New Frontiers authorization code will be given to you by the Curriculum Chair. The same authorization code works at both the SD and RM campuses. When you finish copying, please push the completed button to cancel the code from the machine so that the next person's copying will not be charged to New Frontiers.

Non-MCC Campus Information

Classes may be conducted at sites other than MCC campuses (which includes off campus partnership facilities; see Section II for more information). At all times, facilitators should adhere to regulations and requests of the sites. If any problem surfaces, please consult with the Curriculum Chair as soon as possible to determine what if any action is required. Please arrange to make your class handout copies at campus copy centers. Any special needs should be referred to the Curriculum Committee Chair.

IV. Emergency procedures

Attendees *must* be aware of the emergency procedures for your site. Check that every attendee has listed an emergency contact name and telephone number on the attendance sheet. In any New Frontiers session, the facilitator should take action when necessary, but if not available, any person should take action. Do not hesitate to call 911 immediately if you believe an emergency exists and then contact the safety office so they can help the emergency crew find the location on campus.

MCC at Dobson & Southern

Emergency Number 1-777

If the situation seems critical, ask the campus emergency contact to call 911. The College Safety Officers can administer first aid and stay in contact with the emergency crews while they are en route. The first aid center in the College Safety Office is located on the west end of the Social/Cultural Science Building #14 (on the southwest corner of campus). This office is staffed 24 hours a day, 7 days a week. (**Note:** All parking lots have emergency call boxes.)

MCC at Red Mountain at Power & McKellips

Emergency Number 4-7444

Phones are located in the Faculty Resource Room and in the Administration Offices. For

injury or illness, call the **emergency number 4-7444**. **If the situation seems critical, ask the campus emergency contact to call 911**. Since New Frontiers classes are held in Acacia Village access to a faculty/administration office is only a few steps away from the classrooms. In addition, every classroom has a telephone. (**Note:** All parking lots have emergency call boxes.) In all cases, the Site Coordinator should be notified immediately.

NON-MCC Campus Information

Emergency Number 911

Make yourself aware of staff locations and how they can be contacted most quickly.

For ALL Emergencies

In the event of an emergency, the Community Education Office should be notified (480-461-7497). The Community Education Office will notify the appropriate dean's office, and will have the insurance forms available, if needed.

V. Teaching tips

Preparing before the First Class: Visit your assigned classroom, make arrangements for TV, VCR, or other equipment needed, have whiteboard markers for class whiteboards (many of the classrooms are not stocked), and prepare necessary handouts.

Getting to Know Attendees: For moderate size classes, you may have each person introduce themselves. Encourage people to wear their name tags so names can be used. If possible, or appropriate for your class, arrange desks/chairs in a circle or U-shape to encourage interaction. (If any furniture is moved, please return the classroom setup to its original arrangement after the session.)

Teaching Style: Use the style most comfortable for you and most appropriate for your study group. Always be prepared for your presentations. Involve the attendees as much as possible. Ask for opinions about topics, ideas, and so forth, and make feedback an interactive dialogue. Sharing in small groups is effective. Our age group appreciates

being involved in discussions. If you have particular guidelines or limitations for your class, make sure they are clarified. You should state all course parameters during the first session, or, even better, distribute your expectations to the class. When you question attendees, slowly and clearly phrase your questions. Accept some silence after a question—wait long enough (approximately 10 seconds) for class members to formulate a thoughtful answer. Ask open-ended questions (not "right/wrong" questions), and listen to the answers.

Managing Disruptions: Rarely will a disruption take place in a New Frontiers course, but if a disruption occurs, remember that you are in charge of the session. Relax and use humor to diffuse the situation. If bringing the discussion back to focus proves difficult, try a focusing tactic, such as, "That line of thinking takes us away from the topic at hand; let's get back on track." If the discussion turns inappropriate or offensive, cut it off immediately.

Feel free to contact the Curriculum Chair with any questions or problems. Most of all, relax and have fun with your group.

VI. Semester planning procedures and forms

Each semester may bring changes to the Mesa Community College procedures that require New Frontiers' adjustments. To establish a timeline guide for future planning, a *Semester Curriculum Planning Form* has been developed (included in this handbook). This form may be used for your personal convenience or may be completed and returned to the Curriculum Chair at the end of the semester to address any questions, problems, or suggestions.

VII. General assumption of risk & release of liability

The *General Assumption of Risk & Release of Liability* form is a requirement of the Maricopa Community Colleges. It must be adhered to by New Frontiers wherever and

however applicable.

Each facilitator whose classes contain any type of risk (as identified in the schedule) that may need to be covered by our student insurance plan must list those risks on a blank form (included in this handbook), make copies of the form for attendees, and obtain a signed copy of the form from each attendee before participating in the course. If you need any assistance in determining your description, please contact the Curriculum Chair. Members will be told if they will need to sign the form at the first session they attend before they will be permitted to take part in the activity. When the facilitator contacts the attendees before the first session, the facilitator should remind members of this requirement. After you have a completed packet of forms (for some classes having sessions which include various excursions it's best to wait until the end of the class session to avoid the trickle-in effect), give the forms to the Curriculum Chair for filing in the Community Education Office. (This is also a requirement of the Maricopa Community Colleges.)

There is a distinction between *carpooling* and *caravanning* for insurance purposes. The facilitator may choose whether they desire carpooling or caravanning and adhere to these differences. *"A caravan will be covered through student insurance, but carpooling will not. A caravan is a formal way of organizing the travel portion of the trip, i.e., there is a lead car and an end car, everyone follows each other, there may be preset times for stopping, taking a break, gas, etc. Carpooling is informal. Everyone is on their-own with the only requirement being a set arrival time.*

A classic example is our Trailblazer group. They may choose to carpool to a hiking site and not be covered by insurance while in the car. As soon as they leave the car and begin hiking they are covered by the insurance.

VIII. EXPENDITURES PROCEDURES AND FORMS

MCC/MCCCD fiscal procedures include the following opportunities for NF members to purchase materials: Petty Cash, Open Purchase Orders and Other Vendor Purchase Orders. Purchased items may include: materials for class activities, instructional material, registration and enrollment items, marketing material, and contracts for special services.

Petty Cash

The petty cash fund provides ready cash for the payment of various small expenditures not available through a purchase order. It is intended for local purchases only. All purchases must be pre-approved by Ann Cox prior to the purchases. Requests for petty cash go through the Chair or Co-Chair to Ann Cox, (480) 461-6223. Please allow up to two weeks for processing.

MCC's general petty cash limit is \$200. The curriculum budget has allowances for a few facilitator expenditures of around \$30 each. Amounts above \$30 or several facilitator requests of \$30 could adversely impact the curriculum budget. Additionally our MCC Community Education (CE) Office Liaison requests that we bundle petty cash purchases together so the CE Office can make one petty cash draw as opposed to several draws. Therefore please give your materials request to the Curriculum Chair or Co-Chair so we can bundle them and route them to Ann Cox. The CE Office is not allowed to reimburse us if we purchase items out of pocket before an approved petty cash draw. Petty cash expenditure must be pre-approved and a draw issued to Ann Cox prior to purchasing goods. The receipt date of the purchase must be on or after the issue date on the *Petty Cash Form*.

Original receipts and/or cash must be returned to Ann Cox within ten (10) days after the petty cash is received. Receipts must clearly indicate the items purchased and the name of the vendor/store. All receipts must coincide with the purpose indicated on the *Petty Cash Form*. Receipts must be taped to one side of an 8 1/2" x 11" sheet of white paper. Please use multiple sheets of paper if needed.

Personal items should not to be purchased and/or included on petty cash receipts. If a receipt includes combined personal and business-related purchases, **circle** (*do not highlight*) the business-related items and cross out personal items. Please calculate and include proper sales tax for the purchases.

Petty cash for events, decorations, and food must have an *Official Function Form* attached. The *Official Function Form* is prepared by Ann Cox and requires additional time to obtain the required signatures.

Open Purchase Orders

The Center for Community Education creates open purchase orders annually for the convenience of NF members at the following vendors:

- **Office Depot**—Committee Chairs and facilitators may request office supplies, binders, envelopes, and so forth, by calling Ann Cox at (480) 461-6223. This should be for substantial amounts of materials. The order is usually delivered within five working days.
- **Alphagraphics #291 (Baseline & Extension)**—PO#381123
- **AmeriCopy (856 E. Main, Mesa)**—PO#391125
- **IKON Copy Center (Southern & Dobson)**—See Committee Chair for Code.

Committee Chairs may submit requests for printing directly to a select print facility. Please identify the MCC department as New Frontiers when signing the receipt. The order may be picked up or delivered to the Community Office at the Downtown Center or at Southern & Dobson. The CE Office must receive the delivery receipt. IKON convenience copiers, for limited, self-service copies, are located in department offices at all MCC locations.

Other Vendor Purchase Orders

New Frontiers members may require the purchase of goods and/or services not currently covered with open purchase orders. To place an order for goods or services needed to support New Frontiers activities, contact Ann Cox at ann.cox@mcmail.maricopa.edu or (480) 461-6223. Activities that necessitate the purchase of food and/or decorations for events require an approved *Official Function Form* signed by the MCC President. Some venues require a contract signed by MCCCCD's legal counsel, a deposit, and a purchase order to reserve the banquet facilities. Please allow up to four weeks for processing. Documentation of approval for the expenditure by the New Frontiers Council should accompany the request.

NOTE: The Maricopa Community College District (MCCD) is a publicly funded educational institution subject to public purchasing laws and regulations including State Statutes, Governing Board Policies, and institutional procedures. The MCC Fiscal & Cashiers Offices provide support and assistance to CE on behalf of New Frontiers.

IX. New frontiers email distribution list—INFOLIST

Goal: Send information about items relevant to New Frontiers to current and previous NFLL members who have email.*

Procedures

1. An email distribution list of current and past members who would like to be included is created.
2. The email addresses are provided by the Membership Committee. (The list is currently kept up to date by Carolyn Cline.)
3. A List Administrator/Gatekeeper is appointed to manage the list and messages. (Currently this is Rose Frankfort with back-up by Bob O'Brien.)
4. The Administrator strives to send information messages to list members in a timely manner and makes sure all messages adhere to the following guidelines:
 - Message content is to be restricted to relevant New Frontiers or MCC events, activities, and announcements.
 - Members who wish to post messages must include their names.
 - Information should be limited to activities open to all members of New Frontiers.
 - Articles submitted may be edited.
 - Recipients should refrain from using the Reply To All feature. Instead, they should contact the person who posted the message or another designated contact person.
 - Phone numbers and email addresses of members may be included.

Replies to be sent/redirected to communications@newfrontiers-mesa.org.

** Recipients can ask to be removed from INFOLIST.
Revised: 8/20/2009*

X. COUNCIL AND COMMITTEE INFORMATION

For the current list of Council Members and Committee Chairs,

Click <http://newfrontiers-mesa.org/council.htm>

MCC Liaison Contact

Barbara Thelander 461-6256

Community Education Office (Dobson Campus)

461-7497

MCC Staff Questions

461-6223

XI. FORMS TO COPY

Proposal Form: A copy of this form may be used to submit a “Study Group Proposal” or the proposal may be submitted electronically using the form on New Frontiers website, .

Attendance Record & Emergency Numbers Form (Double sided): This form may be used to record enrollment information and also for attendance.

Semester Planning Form: This form can be used to maintain a history and to document the planning of classes from the proposal stage to the end of the semester. It can be a tool to communicate to the Curriculum Chair any problems encountered during the semester or any suggestions you may have for future semesters.

General Assumption of Risk & Release of Liability Form: This form is required for all classes that have any risks involved.

***NEW FRONTIERS
MEMBER PROPOSAL FOR STUDY GROUP**

Title _____ Facilitator _____

Facilitator's Phone _____ E-mail _____

Course presenter if different than Facilitator _____

Description of Proposed Study Group _____

(This information will be used in the scheduling booklet. (If you need more space, please continue on the back of this page.)

Preferred Campus: Dobson _____ Red Mountain _____ Other _____

Preferred Day of week: _____ Preferred Time: Morning _____ Afternoon _____ Length of Session _____

Number of Sessions _____ Requested Starting Date: _____ Group limited to (number of people _____

Course Materials/Books: _____

(Please note: Facilitators are responsible for requesting audio/visual equipment through the appropriate coordinator at each campus.)

Purchases needed through Petty Cash: (Per Facilitators Handbook Section VIII *Expenditures Procedure and Form*)

Item _____ Cost _____ Vendor/Store _____

Requested by _____ Date _____

Submit this form to the Curriculum Chair. Any questions---please call or e-mail the Curriculum Committee Chair.

***If possible, it is preferred that this information be submitted using the form on the New Frontiers' website newfrontiers-mesa.org**

SEMESTER CURRICULUM PLANNING FORM

To be completed by a New Frontiers facilitator to maintain a history and to document the planning of their class from the proposal stage to the end of the semester. To be returned to the Curriculum Chair at the end of their class and/or semester if there are any problems or suggestion for future semesters..

Timeline

(Refer to dates established by Curriculum Committee)

Indicate the dates on the blank space **or N/A**

Class proposal submitted to the Curriculum Chair:

Sent electronically via the website _____

OR

Submitted hard copy on _____

Received response from Curriculum Chair _____

Chair confirmed classroom and/or equipment needs _____

Purchases requested of Curriculum Chair _____

Purchases confirmed by Curriculum Chair _____

Cash advance received -----

OR

Supplies requested on PO_-----

(Alphagraphics, Office Depot, MCC Bookstore, etc.)

Attendance at pre Open House Curriculum Committee Meeting _____

Attended Open House _____

Received class list _____

Contacted class attendees _____

Obtained gift(s) for guest presenters) _____

On the back of this page write problems and/or suggestions for next semester.

Completed and submitted form to the Curriculum Chair: _____



GENERAL ASSUMPTION OF RISK & RELEASE OF LIABILITY

Caution: This is a release of legal rights. Read and understand it before signing.

The Maricopa County Community College District is a public educational institution. References to College ("College") include all of the Colleges within the Maricopa County Community College District ("MCCCD"), its officers, officials, employees, volunteers, students, agents, and assigns.

I, _____ freely choose to participate in the _____ (henceforth referred to as the "Program"). In consideration of my participation in this Program, I agree as follows:

RISKS INVOLVED IN PROGRAM: (Specific dangers endemic in this Program's activity.)

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any.

I recognize that College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. In case of a medical emergency occurring during my participation in this Program, I authorize in advance the representative of the College to secure whatever treatment is necessary, including the administration of an anesthetic and surgery. College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. Such actions -do not create a special relationship between the MCCCD and me. I release the MCCCD, its officers, officials, employees, volunteers, students, agents and assigns from all liability for any bodily injury or damage I sustain as a result of any medical care that I receive resulting from my participation in Program, as well as any medical treatment decision or recommendation made by an employee or agent of the MCCCD. I agree to pay all expenses relating thereto and release College from any liability for any actions.

ASSUMPTION OF RISK AND RELEASE OF LIABILITY: Knowing the risks described above, and in voluntary consideration of being permitted to participate in the Program, I agree to release, indemnify, and defend College and their officials, officers, employees, agents, volunteers, sponsors, and students from and against any claim which I, the participant, my parents or legal guardian or any other person may have for any losses, damages or injuries arising out of or in connection with my participation in this Program.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Release Form and acknowledge that I understand it. No representation, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This Release Form shall be governed by the laws of the State of Arizona which shall be the forum for any lawsuits filed under or incident to this Release Form or to the Program. If any portion of this Release Form is held invalid, the rest of the document shall continue in full force and effect.

Signature of Program Participant

Date

Signature of Parent or Legal Guardian (if student is a minor)

Date