

SCHEDULE "C" - SERVICE REQUEST FOR THE GOVERNORS OF THE UNIVERSITY OF CALGARY

 Updated: January 2019	<h3 style="margin: 0;">Offsite Activities Service Request</h3> <p style="margin: 0;">Calgary is a service provider pursuant to its Master Agreement with the University of Calgary. This Service Request is signed by the school principal and the Representative Purchasing of services must comply with the University of Calgary Regulation 10.</p>
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This is a Service Request between The Calgary Board of Education ("**CBE**") and The Governors of the University of Calgary ("**University**") under the Master Agreement commencing February 1, 2019 for the Services described below. The complete terms and conditions to which this Service Request is subject can be found in the Master Agreement.

SERVICES

- 1) All Services provided MUST be chosen from those specified in Schedule "A" of the Master Agreement, which is posted in the CBE Staffroom (Intranet) under Off-Site Activities or on the University's Risk Management website. **If the activity is not listed on the Master Agreement or an Amendment then it cannot be part of this Service Request or provided by the University.**

2) The following Services are to be provided: _____

Anticipated number of CBE students: _____

Anticipated number of CBE employees / volunteers: _____

- 3) Without limiting any of the terms and conditions of the Master Agreement, the University shall:
 - Perform the Services in a safe and professional manner;
 - Take all reasonable steps to ensure that the activities are safe for all participants.

as specified in Schedule "A and B" of the Master Agreement (CBE will provide the necessary information to the participants and their parents/guardians):

ALL INCIDENTS, INJURIES AND NEAR MISSES are required to be reported.

INCIDENTS/INJURIES (including any medical intervention required, calling an ambulance or administering antihistamines is an “incident”).

The CBE leader must _____. The University leader is required to contact Campus Security at 403-220-5333 as soon as practicable and complete an OARS report within 24 hours of the incident.

NEAR MISSES: The CBE leader must _____. The Institution of higher education leader is required to email riskmgmt@ucalgary.ca and complete an OARS report within 24 hours of the near miss.