



**CULINARY INSTITUTE PRACTICAL  
COMPETITION**

**February 16, 2023**

**Cooks of Crocus Hill  
St. Paul, MN**

**CAREER DEVELOPMENT CONFERENCE**

**February 16-17, 2023**

**Arrowood Resort and Conference Center  
2100 Arrowood Lane NW  
Alexandria, MN 56308**

# **CAREER DEVELOPMENT CONFERENCE DATES AND LOCATION**

The 2023 Culinary Institute Practical Competition will be held February 16 at:

Cooks of Crocus Hill  
877 Grand Ave  
St. Paul, MN 55105  
651-288-7237

The 2023 Career Development Conference will be held February 16-17 at:

Arrowwood Resort and Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN 56308  
320-762-1124

## **WHO MAY ATTEND**

Advisors and students who are paid active members of their respective chapters are eligible to participate in the State Career Development Conference.

Additional memberships are due and **must be paid by February 1, 2023. Anyone not registered as a member will be ineligible to compete.** Membership can be submitted by logging into <http://www.deca.org/college-programs/membership-college/>

To be considered an active member, the student delegate must:

- a.) belong to a chapter which has paid state and national dues
- b.) Have approval of the chapter advisor and/or school administration

## **REGISTRATION**

The registration fee for the Career Development Conference is **\$115.00 per person**. The registration fee includes conference and competitive event materials, keynote speaker, workshops, judges' appreciation, awards, entertainment, breakfast and lunch on Friday only, tax, gratuities, and other operational expenses. Lodging is not included. Please see the Hotel and Lodging section for room pricing.

**Registration will be through our online registration system. You will receive an email with your username, password and link to the registration site in January.** Registration will open on January 14, 2023. You may use the Career Development Conference Registration Forms for your records.

**Registration materials are due on or before January 31, 2023.** All registrations must be accompanied by the payment check or college purchase order.

**Per hotel policy, registrations received after January 31, 2023 can not be guaranteed a room within the hotel room block. Event changes and registrations received after February 7, 2023 will be assessed an additional \$20.00 per registration late fee for those who have not registered for the conference by the due date. There will be no exceptions.**

## **HOTEL AND LODGING INFORMATION**

The conference hotel is:

Arrowwood Resort and Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN 56308  
320-762-1124

The lodging prices includes the state and city taxes.

<u>HILTON</u>	<u>PER ROOM/NIGHT</u>	<u>PER PERSON/NIGHT</u>
SINGLE	\$135.00	\$135.00
DOUBLE	\$135.00	\$67.50
TRIPLE	\$135.00	\$45.00
QUAD	\$135.00	\$33.75

### **Amenity Highlights**

- Complimentary wireless internet in guest rooms
- Complimentary self-parking
- Fitness Center
- Heated indoor pool
- Onsite dining

**Per Minnesota Collegiate DECA Policy and Procedure 03.05.05 adopted by the Board of Directors in 2013 all conference attendees must be registered at the conference hotel during the conference. Exceptions may be made with written consent from the Executive Director.**

Rooms are limited. Registration will be on a first come first in basis. Your automatically generated invoice (after submitting your registration) will include both your registration and your hotel. All hotel reservations will be submitted in the online system. All changes need to be submitted to Jennifer Shouse-Klassen, [jennifermncollegiatedeca@gmail.com](mailto:jennifermncollegiatedeca@gmail.com).

## **HOTEL RESERVATION PROCEDURE**

You will make hotel reservations when you register in the online system. **Your check-in date will be Thursday, February 16 and check-out date Friday, February 17** unless you indicate you need additional room nights.

**Hotel rooms will be released from the room block on February 1, 2023.**

## **HOTEL CHECK-IN PROCEDURE**

Upon arrival at the hotel, **one advisor** from each delegation should pick up the room keys for the **entire delegation** from the conference registration desk in the hallway outside the Banquet Hall on the ground level. The keys for the entire delegation will be packaged together. We will do our best to have as many room keys available as possible when you arrive. **Rooms are not guaranteed until 3 PM. Please have patience with the hotel staff as they prepare your rooms for you. If your rooms are not available when you arrive, we will have space to store your luggage until your rooms become available.**

Please instruct your students that only advisors will be allowed to register the delegation unless you have made special arrangements with the us. **Conference registration materials will be distributed at the hotel to the chapter advisor only unless prior arrangements have been made.**

You may be asked to submit a credit card for incidentals at the hotel front desk. The rooms will be assigned by the hotel as the reservations are received. Early submission of registration is advised. If there are cancellations after you have submitted your reservation and registration, it will be necessary to notify MN Collegiate DECA.

**Conference registration materials are to be picked up by 4:00 PM, Thursday, February 17, 2023.**

## **HOTEL CHECK-OUT PROCEDURE**

Payment will be made to Minnesota Collegiate DECA prior to conference beginning. Complete check out procedures as instructed by hotel.

## **WORKSHOPS**

Workshops will be offered on Thursday, February 16 and Friday, February 17 prior to and during event prep times. Workshops are open to all conference attendees based on room capacity on a first come, first serve basis. Please see the schedule for more information on workshop topics, times, and locations.

## **HEALTH AND SAFETY INFORMATION**

Attendees must also abide by any local regulations/restrictions in place at the time of the conference. Anyone registered for the conference who is experiencing symptoms of COVID-19 or who has tested positive within 10 days of the conference must attend virtually. Please contact Jennifer Shouse-Klassen at [jennifermncollegiatedeca@gmail.com](mailto:jennifermncollegiatedeca@gmail.com) if you had planned on attending in person and need to attend virtually.

## **COMPETITIVE EVENTS**

According to policy set by the Board of Directors **a student may enter 2 competitive events with the following stipulation: No more than 1 team event with a 1-hour prep per student.**

Team events that can be 1 – 3 participants include Advertising Campaign, Entrepreneurship, Emerging Technologies and Marketing Strategies. If the event is entered as an individual event it will be not be treated as a team event therefore, should a student want to enter a Case Study team event, it will be allowed.

## **TESTING**

All testing should be done online prior to the conference. No testing will be done during the conference.

### **Testing Dates & Times:**

February 6, 2023, 7am – 9pm

February 7, 2023, 7am -9pm

February 8, 2023, 7am -9pm

February 9, 2023, 7am -9pm

February 10, 2023, 7am -9pm

February 13, 2023, 7am – 9pm

February 14, 2023, 7am – 9pm

All testing must be supervised by an instructor or a testing center.

## **AWARDS SESSION**

The Awards Session will be Friday, February 17, 2022.

**Please advise your students that semi-formal and professional attire is appropriate at all sessions. Culinary students need to be in either chef uniforms or professional attire similar to other students. Students dressed inappropriately will not be allowed on stage.**

## **CANCELLATION, CHANGES, AND SUBSTITUTIONS**

Changes can be made to hotel rooms and events online up to February 14, 2023.

**No refunds will be issued for changes or cancellations submitted after February 7, 2023. No exceptions will apply.** Substitutions will be allowed.

**Registrations received after January 31, 2023 can not be guaranteed a room within the hotel room block.** Event changes and registrations received after February 7, 2023 will be assessed an additional \$20.00 per registration late fee for those who have not registered for the conference by the due date. **There will be no exceptions.**

The total cost to each student should include registration, lodging, and any applicable late fees. This information will appear in the online registration system after you have submitted registration.

**Example 1** (student registered by January 31 with no changes after February 14):

Registration	\$115
Lodging for one night in quad room	\$33.75
Total cost per student due to MN Collegiate DECA	\$148.75

**Example 2** (student registered after January 31 with some changes after February 7):

Registration	\$115
Lodging for one night in quad room	\$33.75
Late registration fee	\$20.00
Total cost per student due to MN Collegiate DECA	\$168.75

## **PAYMENT**

Please send all hotel and registration payments to:

Catherine Rice  
Minnesota Collegiate DECA  
9875 221<sup>st</sup> Ave NW  
Elk River, MN 55330  
catherinerice01@gmail.com

Make check payable to: **Minnesota Collegiate DECA**  
Minnesota Vendor #0000216387

## **VOTING DELEGATE ALLOCATIONS**

The Voting Delegates for each chapter are allotted according to the 2022-2023 chapter membership as set forth in the association by-laws. The by-laws specify that all voting delegates must be active members who have paid their dues and that **state officer candidates may not be voting delegates**. The number of voting delegates your chapter is allowed will be sent to you after the February 1 paid membership report.

## **ETHICS AND EXPECTATIONS AT CONFERENCE**

**Students must attend with an advisor.** A ratio of 1 advisor per 10 students is requested (this is the same policy as adopted by DECA, Inc.).

All advisors are required to pay registration fees and to assist in the running of a competitive event as needed.

Any school with a registered chapter advisor must have a school faculty, advisor, or administrator chaperone participate in the conference in order for students from that school to participate at State Career Development Conference.

**Advisors will be required to be at the conference site and responsible for the delegation throughout the day. Advisors for students staying at the hotel are required to also stay at the hotel.** Chapter advisors have final responsibility for their entire delegation.

## **CODE OF ETHICS**

Minnesota Collegiate DECA Code of Ethics shall be in effect at all statewide conferences or activities.

1. The term “delegate” shall mean any Collegiate DECA member, including advisors attending the state Collegiate DECA conferences.
2. Any damages to any property or furnishings in the hotel rooms or building must be paid by the individual or chapter responsible.
3. Delegates should be prompt and prepared for all activities.
4. Delegates should be financially prepared for all possibilities.
5. Delegates not residing in the conference city shall be registered at a designated State Collegiate DECA Conference hotel during the duration of the Conference. Exceptions may be individually made with written consent of the Executive Director.
6. Conference activities shall be limited to conference participants so identified by an official name badge.

## **CODE OF CONDUCT AND DRESS CODE FOR ALL CONFERENCE ATTENDEES**

All conference participants are to consider this a professional conference and are therefore expected to abide by the Association’s Code of Conduct and the Dress Code, which is enclosed in this packet on pages 9 and 10. Please review these guidelines with your students and have them signed by the students. Keep the copies and bring them to the conference.

**Students are expected to dress in business attire for the Opening Session, Workshops, Meet the Candidates, Voting Delegate Session, Awards Sessions and all competitions.**

## **TENTATIVE SCHEDULE – SUBJECT TO CHANGE**

An updated schedule will be sent to all advisors via email. Events are subject to change based on registration.

### Thursday, February 16, 2023 Conference

Time	Activity
9:00 AM – 10:00 AM	Board of Director's Meeting
11:00 AM – 1:00 PM	Chapter Registration
11:30 AM – 12:00 PM	Advisor Meeting
12:00 PM – 1:00 PM	Meet the Pros Workshop
1:00 PM – 2:30 PM	Opening Session
2:45 PM – 3:15 PM	Judge Registration
3:00 PM – 7:00 PM	Preliminary Events
7:30 PM – 8:30 PM	Meet the Candidates Session
8:30 PM – 9:00 PM	Voting Delegates Session
9:30PM – 11:30PM	DECA Games

### Friday, February 17, 2023

Time	Activity
7:00 AM – 6:00 PM	Headquarters Open
7:00 AM – 8:00 AM	Grab and Go Breakfast
7:30 AM - 8:00 AM	Mini-Awards
7:30 AM - 8:30 AM	Judge Registration
8:00 AM – 3:00 PM	Event Competition
11:00 AM – 1:00 PM	Lunch Buffet
11:00 AM – 3:00 PM	Career Fair
1:00 PM – 2:00 PM	Resume and Interview Workshop
2:30 PM – 3:30 PM	Leadership Roundtable Workshop
4:30 PM – 6:00 PM	Grand Awards and Closing Session



## **MINNESOTA COLLEGIATE DECA Code of Conduct**

Collegiate DECA members have an excellent reputation. Your conduct at every Collegiate DECA function should make a positive contribution to extending that reputation. Listed here are rules of conduct for all state and national activities. All members will be expected to:

1. Behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon themselves, their school, other delegates, advisors, or upon Collegiate DECA.
2. Obey all local, state, and federal laws.
3. Avoid conduct not conducive to an educational conference. Such conduct includes, but is not limited to, actions disrupting the businesslike atmosphere, association with non-conference individuals, or activities that endanger self or others (running in the General Sessions, standing on chairs, using laser pointers during workshops, bodysurfing at dances, etc.)
4. Keep their advisers informed of their activities and whereabouts. Accidents, injuries, and illnesses must be reported to the local or state advisors immediately.
5. MN Collegiate DECA has zero tolerance of violence (physical or verbal) or harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual preference.
6. Follow the laws regarding possession and consumption of alcoholic beverages including, but not limited to public intoxication, contributing to minors, etc. Under no circumstances will alcohol be possessed or consumed on event and hotel properties.
7. Abstain from consumption or possession of illegal substances in any form. Use or possession of such substances may subject the delegate to criminal prosecution.
8. Act as guests of the hotel and conference center. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a reasonable volume, especially in the hotels. Remember there are other guests in the hotels that have rights as well. Trash (this includes pizza boxes, bottles, cans, etc.) must be placed in the proper receptacles and not left on guest room or meeting room floors. Individuals or chapters responsible for damages to any property or furnishings will be responsible for its repair or replacement. Local advisors are responsible for the supervision of delegate conduct.

*The above shall not be intended to minimize or negate existing school policies in effect.*

### **Disregarding or Violating the Code of Conduct**

Delegates who disregard or violate this code will be subject to disciplinary action, including forfeiture of privileges to attend further events, dismissal from the conference, and being sent home at your own expense. Parents and/or guardians of minors will be notified.

MN Collegiate DECA will notify local college administration of violations and may notify law enforcement. All advisors have the obligation and authority to report all infractions to the MN Executive Director or Board Chairperson.

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**Signature**

**Date**

\*Advisor is responsible for keeping a signed copy on file for each participant.

**MINNESOTA COLLEGIATE DECA – COVID-19 ACKNOWLEDGEMENT AND LIABILITY WAIVER**

Minnesota Collegiate DECA has implemented protective measures and protocols aimed at reducing the likelihood of spread of the novel coronavirus (“Covid-19”) between participants and others attending its events. These measures and protocols are designed to be consistent with current guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), as well as state and local authorities. However, Minnesota Collegiate DECA cannot guarantee that event participants will not be exposed to Covid-19 while participating in or attending its events.

By signing this agreement, I acknowledge the risk of Covid-19 transmission while participating in or attending Minnesota Collegiate DECA’s events and further acknowledge that I am knowingly assuming that risk by voluntarily participating in or attending an event. I further agree to comply with all protective measures and protocols implemented by Minnesota Collegiate DECA, the event’s host hotel, the event’s suppliers and partners, and/or established by the CDC and state or local authorities.

I specifically affirm and attest to the following, to the best of my knowledge:

- I am not presently experiencing any symptoms of Covid-19, including, but not limited to, a fever in excess of 100.4 degrees, cough, shortness of breath or difficulty breathing, sore throat, body aches or chills, or new loss of taste or smell;
- I have not been in close contact with someone with a suspected or confirmed case of Covid-19;
- I have not been diagnosed with Covid-19 and not yet been cleared as non-contagious by my medical provider or public health authorities, consistent with CDC guidance;
- If I (i) develop any symptom of Covid-19, (ii) come in close contact with someone with a suspected or confirmed case of Covid-19, or (iii) am diagnosed with Covid-19, I will not attend the event;
- I am following all guidance from the CDC and state and local authorities regarding Covid-19 and limiting exposure to the Covid-19 virus.

Accordingly, I voluntarily agree to assume all risks and accept sole responsibility for any Covid-19 infection that may result due to my participation in or attendance at the event. I hereby release, covenant not to sue, discharge, and hold harmless Minnesota Collegiate DECA, its employees, agents, and representatives, of and from any claims associated with, arising from, or related to Covid-19 infection, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of Minnesota Collegiate DECA, its employees, agents, and representatives, whether a Covid-19 infection occurs before, during, or after my participation in or attendance at the event.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## MINNESOTA COLLEGIATE DECA Dress Code

Appropriate attire is required for all attendees -- advisors, members, and guests – at all general sessions, competitive events, invitational meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

### **Professional attire acceptable for official activities include:**

#### *Males*

- Business suit with collar dress shirt, and necktie or
- Sport coat, dress slacks, collared shirt, and necktie or
- Dress slacks, collared shirt, and necktie.
- Banded collar shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and dress socks.

#### *Females*

- Business suit with blouse or
- Business pantsuit with blouse or
- Skirt or dress slacks with blouse or sweater or
- Business dress.
- Dress (closed toe) shoes and hosiery.

#### *Culinary*

- Chef uniform or same as above.

### **Inappropriate attire, for both men and women, includes:**

- Jewelry in visible body piercing, other than ears
- Jeans
- Denim or chambray fabric clothing of any kind, overalls
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts
- T-shirts, Lycra™, span Collegiate DECA, midriff tops, tank tops, bathing suits
- Sandals, flip flops, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- Athletic wear, including sneakers and exercise or bike shorts, skorts, stretch or stirrup pants
- Hats, caps or flannel fabric clothing
- Visible foundation garments

*I agree to abide by the Dress Code.*

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**Signature**

**Date**

\*Advisor is responsible for keeping a signed copy on file for each participant.

## REGISTRATION FORMS FOR YOUR USE

**Registration and hotel reservations must be submitted online. You will be provided a login and password for online registration at a later date.**

**The following forms are for your use only.** The following pages include documents that may be helpful in gathering the information needed to register.

**Students may compete in a total of two competitive events and only one event can be a team event of 2 - 3 participants.**

All events listed at: <http://www.deca.org/college-programs/college-competitive-events/> will be offered at state CDC as long as 8 or more students or teams have registered for the event by February 1st, 2020 (does not include prepared events).

Refer to the competitive event codes on the next page as you complete the forms. On the Registration Form, enter the code number(s) of the event(s) each student plans to enter. For those events which require team participation, indicate which students are members of the same team by coding each team member with the same letter beside the event code number.

# REGISTRATION FORM

Registration must be submitted on-line. This form may be used for your records.

STUDENT NAME	CODE #	CODE #	CODE #	TEAM #

COMPETITIVE EVENTS OFFERED

## Individual Case Studies:

*Case Studies include a Career Cluster exam, a 30min prep and a 15min presentation/questions.*

Financial Accounting (F1) – Was Accounting  
Managerial Accounting (F2) – Was Banking & Financial Services  
Corporate Finance (F3)  
Entrepreneurship Operations (E1)  
Hotel and Lodging (H1)  
Restaurant & Food Service Management (H2)  
Travel & Tourism (H3)  
Human Resource Management (B1)  
Retail Management (B2)  
Marketing Management (M1)  
Fashion Merchandising & Marketing (M2)  
Sales Management Meeting (M3)

## Team Case Studies:

Business Ethics (**Team of 2, 1 hr prep**)(B3)  
Business-to-Business Marketing (**Team of 2, 1 hr prep**)  
(M4)  
Event Planning (**Team of 2, 1 hr prep**)(H4)  
Financial Statement Analysis (**Team of 2, 1 hr prep**)(F4)  
International Marketing (**Team of 2, 1 hr prep**)(M4)  
Marketing Communications (**Team of 2, 1 hr prep**)(M5)  
Sports & Entertainment Marketing (**Team of 2, 1 hr prep**)(M6)

## Prepared Business Presentations:

Advertising Campaign 1-3 participants (P1)  
Business Research 1-3 participants –  
Written Report & Presentation (P2)  
Emerging Technology Marketing Strategies  
Event (1-2 participants) (P3)  
Entrepreneurship – Starting A Business  
(1 - 3 participants)  
Written Report & Presentation (P4)  
Entrepreneurship - Growing your Business  
(1-3 participants)  
(P5) – All participants must be documented  
owners/operators of the business  
Professional Sales (P6)

## Special Activities:

Culinary Management Institute (C10)  
Organizational Leadership (BC) Exam, 1-3  
participants, 1 hr prep

Students may compete in a total of two competitive events. Only one event may be a team event. Organizational Leadership is not included in the two total events but will be considered a team event.

All events listed at: <http://www.deca.org/college-programs/college-competitive-events/> will be offered at state CDC as long as 8 or more students or teams have registered for the event by February 1<sup>st</sup>, 2020 (does not include prepared events).

## HOTEL ROOM SELECTION FORM

**Hotel registration must be submitted on-line. The form on the next page may be used for your records.**

**Hotel registration is due by January 31, 2023 and will be invoiced along with registration. You may log into the registration portal at any time to print your invoice.**

**Make checks payable to:**

Minnesota Collegiate DECA

9875 221<sup>st</sup> Ave NW

Elk River, MN 55330.

Phone: 763-443-1752

Email: [catherinerice01@gmail.com](mailto:catherinerice01@gmail.com)

1. Type or print names of all persons occupying each room block, last name first.
2. Use "M" for male, and "F" for female. Use "S" for student and "A" for advisor.
3. Supplemental list for additional rooms must use a copy of the Hotel Room Selection Form.
4. Indicate room type by using "S" - Single, "D" - Double, "T"- Triple, or "Q" - Quad.

# HOTEL RESERVATION FORM

ROOM #	LAST NAME/FIRST	M/F	S/A	S,D,T,Q



**STATEMENT OF RESPONSIBILITY, RELEASE AND AUTHORIZATION  
TO PARTICIPATE IN ( \_\_\_\_\_ *school name* \_\_\_\_\_ )  
TRAVEL STUDY OPPORTUNITY**

I, \_\_\_\_\_, am a student at (*school name*). I have agreed to participate in a travel study program to the Collegiate DECA Minnesota Career Development Conference sponsored by the (chapter name) from February 16, 2023 through February 17, 2023. I understand and hereby acknowledge that my participation in the Program is wholly voluntary. In consideration of being allowed to participate in the Program, I hereby agree as follows:

**Health Risks**

1) I understand and acknowledge that there are inherent health risks associated with traveling. I agree that I am personally responsible for obtaining all health information, instruction, medical procedures, immunizations and medications appropriate to my intended travel. I recognize that the College is not responsible for any of my medical or medication needs and I assume all risk and responsibility therefore. I further agree that if I become incapacitated, the College, through its agents and employees, may take whatever action is deemed necessary with respect to my health and safety. I authorize the College, its agents and employees to place me, at their discretion and without further consent, in a hospital or in the care of a local doctor or other appropriate health care provider for medical services and treatment. If necessary or desirable, I also authorize them to transport me back to my home by commercial airline or otherwise for medical treatment. I agree that I am fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care.

**Personal Behavior and Responsibility**

2) If my conduct violates any policy or procedure of the College, or any provision of the College Student Code of Conduct, which I hereby agree shall apply to my conduct while I am off campus, I understand that I may be referred to appropriate College officials for disciplinary action. I agree that College officials may disclose information about me that may be classified as private to my parents, or others I have named as emergency contacts, as they deem appropriate or necessary for Program purposes.

3) I understand that I will be subject to the laws of local Mankato jurisdiction. I agree to comply with those laws, as well as the College Student Code of Conduct, including refraining from using, possessing or selling any illegal drugs. I understand that being charged with any infraction of the laws of another state or country, including possession of any illegal drugs, is grounds for immediate expulsion from the Program without refund. In addition, I understand that should I have any legal problems while participating in the Program, I am responsible for any legal costs incurred as a result. The College cannot provide legal counsel in such circumstances.

**Travel Risks**

4) I understand that the College reserves the right to make changes to the Program itinerary at any time and for any reason, with or without notice, and the College shall not be liable for any loss to me by reason of any such change or cancellation. Any additional expenses resulting from the above will be paid by me. The College reserves the right to substitute

hotels or accommodations or housing of a similar category at any time. Specific room and housing assignments are within the sole discretion of the College.

5) I understand and acknowledge that the College assumes no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, hotel, airline or vehicle rental reservations, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, strikes, acts of God, circumstances beyond the control of the College, force majeure, war, quarantine, civil unrest, public health risks, criminal activity, terrorism, expense, accident, injuries, damage to property, bankruptcies of airlines or other service providers, inconveniences, cessation of operations, mechanical defects, failure or negligence of any nature however caused in connection with any accommodations, restaurant, transportation, or other service, or for any substitution of hotels or of common carriers beyond the College's control. If due to weather or other uncontrollable factors I am required to spend additional nights, the College will not be responsible for my hotel, transfers, meal costs or other expenses. My baggage and personal property are transported at my risk entirely. The College reserves the right, in its sole discretion, to cancel the Program or any aspect thereof prior to or after departure, requiring that all participants return to Minnesota if the College determines or believes that any person is or will be in danger if the Program or any aspect thereof is continued.

6) Although the College is sponsoring this Program, I understand that faculty or representatives or agents may not be supervising me at all times. I may have the opportunity to travel independently during the Program or after its completion. During such independent travel, I understand that I am responsible for my own safety and cannot hold the College liable for any injuries to my person or property or any other losses as a result of my participation in the Program.

7) If I decide to leave the Program before its completion, I will provide the college with advance written notice of my intention. If I leave the Program early, the College has no liability to provide or arrange for transportation, housing, dining, or other services to me in connection with my premature departure.

### **Release and Indemnification**

8) I understand and acknowledge that there are inherent risks in participating in the Program. Risks may include but are not limited to loss of or damage to personal property, major or minor bodily injuries or death. I am fully aware of the risks associated with participation in the Program and voluntarily assume those risks.

9) I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release and forever discharge the College, (*college name*) and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) ("Releasees") from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program, any related or independent travel, any activities or field trips, regardless of whether they are sponsored, supervised or controlled by the College, except for any injury or damage as may be caused by the gross negligence and/or wanton misconduct by the Releasees.

10) I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the College, (*college*

*name*) , the State of Minnesota and its employees, agents, officers, trustees, and representatives (in their official and individuals capacities) from any and all liability, loss, damage, or expense, including attorneys fees, which arise out of, occur during, or are in any way connected with my participation in the Program, any related independent travel, activities or field trips regardless of whether they are sponsored, supervised or controlled by the College.

11) I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Minnesota, U.S.A., and that if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I agree that this Agreement is to be construed to provide a release, indemnification and waiver to the maximum extent permissible under applicable law.

12) In signing this document, I hereby acknowledge that I have read this entire document and understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I am signing it knowingly and voluntarily.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Signature and of Parent/Guardian (required if student is under 18 years of age or a PSEO student)

\_\_\_\_\_  
Print Name of Student and Print Name of Parent/Guardian