

AURORA COLLEGE

POLICY

Student and instructor involvement in some community projects may enhance the learning in training programs offered by the College.

PRINCIPLES

1. Student learning in some College programs is significantly enhanced by practical experience.
2. The College is committed to involvement with community projects that do not compete with private sector businesses.

PROCEDURES

1. A request for College student involvement in a project that is received from any community agency will be directed in writing to the appropriate Vice President.
2. The Vice President shall determine whether College students will participate in the project and, if so, whether there are any limitations on the participation.
3. Any request shall have appropriate supportive documentation including, if appropriate, a Contractor's Release Form. (see Appendix A)
4. The Vice President, in consultation with appropriate staff, will identify an individual to coordinate the approved project.
5. A Vice President and the Project Manager must sign a contract (see Appendix A) that must include the following conditions:
 - (i) Arrangement for the acquisition and cost of all materials associated with the approved project, including fiscal accountability, will be the responsibility of the project owner.
 - (ii) The College provides no guarantee of work completed in whole or in part and assumes no liability for loss or damage.
 - (iii) The project owner assumes all liability for claims due to injury, dismemberment, or death of a student worker on the project site.

AURORA COLLEGE

FACT SHEET

DATES:

1989-02-18	New policy issued.
1996-02	Policy revised. Policy and Program Committee Motion #PPC3-1996. Board of Governors Motion #BG22-1996. Implemented July 1, 1996.
2011-04-07	New format approved and implemented.
2012-07-27	Policy revised. Board of Governors Motion #BG30-2012. Implemented July 1, 2012.

RELATED POLICIES

None

RELATED AURORA COLLEGE BYLAWS

None

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Appendix A

**Contract for Community Projects
&
Contractor's Release Form**

AURORA COLLEGE

CONTRACT FOR COMMUNITY PROJECTS

This form must be filled out completely and accurately.

I, _____ REPRESENTING _____
(Name) (Company, Department or Organization)

for completion of _____

for the following purpose _____

I will follow any additional conditions described below as set forth by the Vice President or designate.

- (i) Arrangement for the acquisition and cost of all materials associated with the approved project, including fiscal accountability, will be the responsibility of the project owner.
- (ii) The College provides no guarantee of work completed in whole or part and assumes no liability for loss or damage.
- (iii) The project owner assumes all liability for claims due to injury, dismemberment, or death of a student worker on the project site.

ADDITIONAL CONDITIONS (Use a separate sheet if needed)

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

INSTRUCTORS: _____

AURORA COLLEGE

CONTRACTOR'S RELEASE FORM

I, _____ REPRESENTING _____

DECLARE THAT I AM UNABLE TO COMPLETE THE PROJECT NEEDED BY

_____ TO PERFORM THE FOLLOWING WORK

Details):

THIS IS TO CERTIFY THAT I HAVE NO OBJECTIONS TO AURORA COLLEGE
COMPLETING THIS SPECIFIC JOB.

DATED AT _____ THIS _____ DAY OF _____, 20__

SIGNATURE: _____
(For Contractor)

PRINTED NAME: _____

POSITION: _____