

Institutional Compliance

403.320.3361

compliance@lethbridgecollege.ca

3000 Lethbridge College Dr S, Lethbridge, AB T1K 1L6

**Event Animal Form**

PRIVACY NOTICE: The personal information requested on this form is collected under subsection 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act* for the purpose of managing your request to have your animal participate in a college event. It may be disclosed to external agencies, and used by the college and external agencies, for this purpose or for a consistent purpose. If you have a question about the collection, disclosure, use or protection of this information, please contact the college's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

What this form is for: Part 1 of this form is to be completed by a person who wishes to have their animal participate in a college event; the event manager is to complete Part 2. If the college is renting an animal or being loaned an animal for an event, the event manager is to complete Parts 1 and 2 of this form.

Instructions: The requestor is to complete Part 1 of this form, sign on the reverse of this page, and provide it and any supporting documentation to the event manager, who is to complete Part 2 and provide it and any supporting documentation to Occupational Health and Safety.

Retention: The original form and supporting documentation (e.g. waiver, written communications, and proof of vaccinations, licensure, and training) are to be stored by Occupational Health and Safety for two years after the event.

| PART 1: Requestor | | |
|--|------------------------------|---------------------------|
| First and Last Name | Student / Employee / Neither | College ID or N/A |
| | | |
| Emergency Contact | | |
| First and Last Name | Phone Number | Phone Number 2 (Optional) |
| | | |
| Relationship to Requestor | Email Address (Optional) | |
| | | |
| Animal | | |
| Name | Species / Breed | Other Descriptors |
| | | |
| Is the animal ... <input type="checkbox"/> tagged? <input type="checkbox"/> licensed? <input type="checkbox"/> vaccinated? Provide supporting documentation. | | |

I certify that the animal has not harmed another animal or a person before and I do not believe it will do so. I have read the Animals on Campus Standard Operating Procedure and agree to abide by its terms. I agree to sign a waiver or similar form as a condition of the animal being permitted to participate in the college event, and I agree to follow any conditions specific to me and my animal that are communicated to me by the approvers.

Signature

Date (YYYY/MM/DD)

| PART 2: Event information (to be completed by the event manager) | | |
|--|-------------|----------|
| First and Last Name | Employee ID | Initials |
| | | |
| What is the event? Where and when will it take place? Include dates and times. Be specific. | | |
| | | |
| How will the animal be involved in the event? | | |
| | | |
| What measures are in place to ensure the health and safety of people and animals at the event? | | |
| | | |
| Will you be supervising the entire event? If not, who will be? | | |
| | | |

| PART 3: Approvals | | |
|--|---|---------|
| Approver | Check | Initial |
| Occupational Health and Safety: <i>The requestor has provided sufficient proof that the animal would not pose any undue hazard to college property or members of the college community.</i> | <input type="checkbox"/> approved <input type="checkbox"/> refused | |
| Residence Life: <i>The requestor may bring the animal into residence.</i> | <input type="checkbox"/> approved <input type="checkbox"/> refused <input type="checkbox"/> n/a | |
| Institutional Compliance: <i>The requestor has completed a waiver or similar form. The risk of allowing the animal to participate in the event is acceptable to the college.</i> | <input type="checkbox"/> approved <input type="checkbox"/> refused | |
| Occupational Health and Safety: <i>A copy of this completed form has been provided to the requestor. If the request was approved, any conditions that the requestor must follow have been communicated to them in writing, and the event manager has been notified of the approval.</i> | <input type="checkbox"/> complete | |