



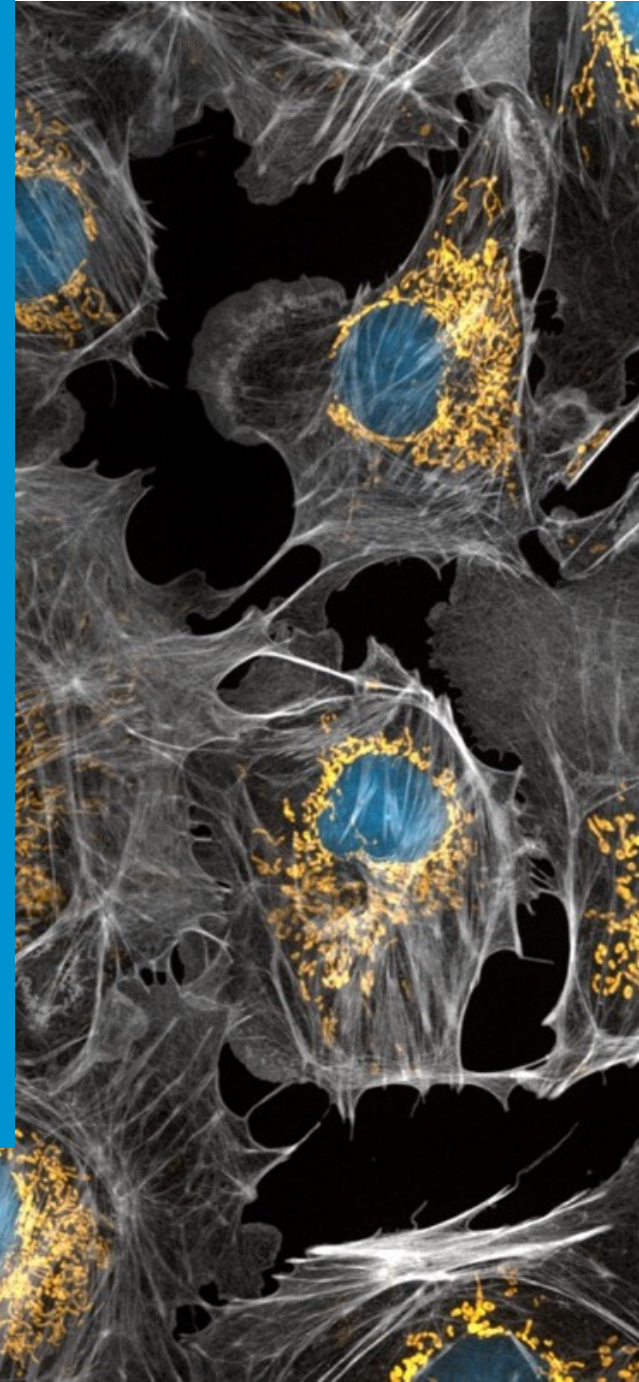
University of California
San Francisco

Student Organizations: Risk & Liability

Prevention is key: identifying and developing strategies to minimize the impact of risk.

Student Life

5/1/2020





Risk is like fire: If controlled it will help you; if uncontrolled it will rise up and destroy you.

Theodore Roosevelt

26th United States President

Events

On-Campus Events

- Most **on-campus** student organization events are covered by the University insurance program.
- Review the [activities insurance chart](#) to determine which activities are covered.
- Student organization will be required to purchase insurance through **Campus Connexions** if the event is not covered by the University plan. *** fees may apply*

Off-Campus Events

- Student organization events that are held **off-campus** are not covered by the University insurance program.
- Student organizations are able to purchase insurance through **Campus Connexions**. *** fees will apply*



- When planning off-campus events, **do not sign** any contracts or use your personal credit card to hold a venue. *Please consult with the Student Life office if a vendor requests a contract.*

Events with Alcohol

- To serve alcohol at an **on-campus event**, event organizer must request approval by submitting an event request in the *Group Portal*.



- If alcohol is served at an **off-campus event**, the parties that supplied the alcohol and/or sponsored the alcohol will be liable if anything occurs to an attendee **during** and **after** the event.
- It is recommended to always have a **licensed bartender** serving alcoholic drinks.

Events with Minors

- Is your student org working under the direction of an organization such as a school, hospital, or community-based non-profit?
- Does your student org mentor or tutor minors?
- Does your student org operate a camp or event with overnight stays?
- Does your student org recruit and hire your own volunteers to work with minors in your program or event?



If you answer **YES** to any of the questions, now is a great time to start thinking about ways to protect everyone involved in your student org activities – *especially minors*.

Events with Physical Activities

- All participants of an on- or off-campus event or activity that is physical in nature will need to sign a waiver.

- Waivers
 - [Online](#)
 - [Paper](#)

Finances

Organization Finances

- Any student organization that opens an off-campus bank account is responsible for:
 - [Applying for an EIN from the IRS](#)
 - Keeping public records
 - Discussing with the banking institution the tax reporting requirements
 - Defining consequences for embezzlement
 - Removing students from the account who are no longer part of the organization

- All students listed on the account can be held responsible for financial obligation.

Health Fairs & Outreach

Health Outreach *at any health event that is not part of a class activity*

- Whenever a student provides:
 - health information
 - provides counseling
 - performs a hands-on procedure



- **Prior approval** from your School is **required** to ensure professional liability coverage for the student, school(s), and campus involved in the event.

Approval Process & Forms

- [Community Outreach & Health Fair Request Form](#) *due **three weeks** prior*
- [Community Outreach & Health Fair Post Event Form](#) *due **two weeks** after*
- [Community Outreach & Health Fair Activity Chart](#) *approved activities & requirements*
- [Health Fair Supplies Form](#) *due **two weeks** prior*

International Travel

International Travel

- Are you traveling internationally with other UCSF students, faculty, staff, alumni or affiliates?
- Is UCSF or your School paying for any portion of your international travel?
- Are you traveling internationally to volunteer?
- While traveling internationally, will you be working with patients, health organization, or providing any type of health information?



If you answer **YES** to any of the questions, now is the time to consult with your School.

If traveling for University business, students should register their travel with **UC Trips** for free travel insurance.

Policies

Campus Policies and Procedures

- Please review all policies which pertain to student activities, including but not limited to:
 - [Campus Activities, Organizations & Students](#)
 - [Student Conduct and Discipline](#)
 - [Use of University Name, Logo and Seal](#)
 - [Student Organization Alcohol](#)
 - [Industry Relations](#)
 - [Social Media](#)
 - [Fundraising Guidelines](#)



Armed with the right set of tools, procedures, knowledge and insight, light can be shed on variables that lead to risk, allowing us to manage them.

Daniel Wagner

Country Risk Solutions



Questions

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