



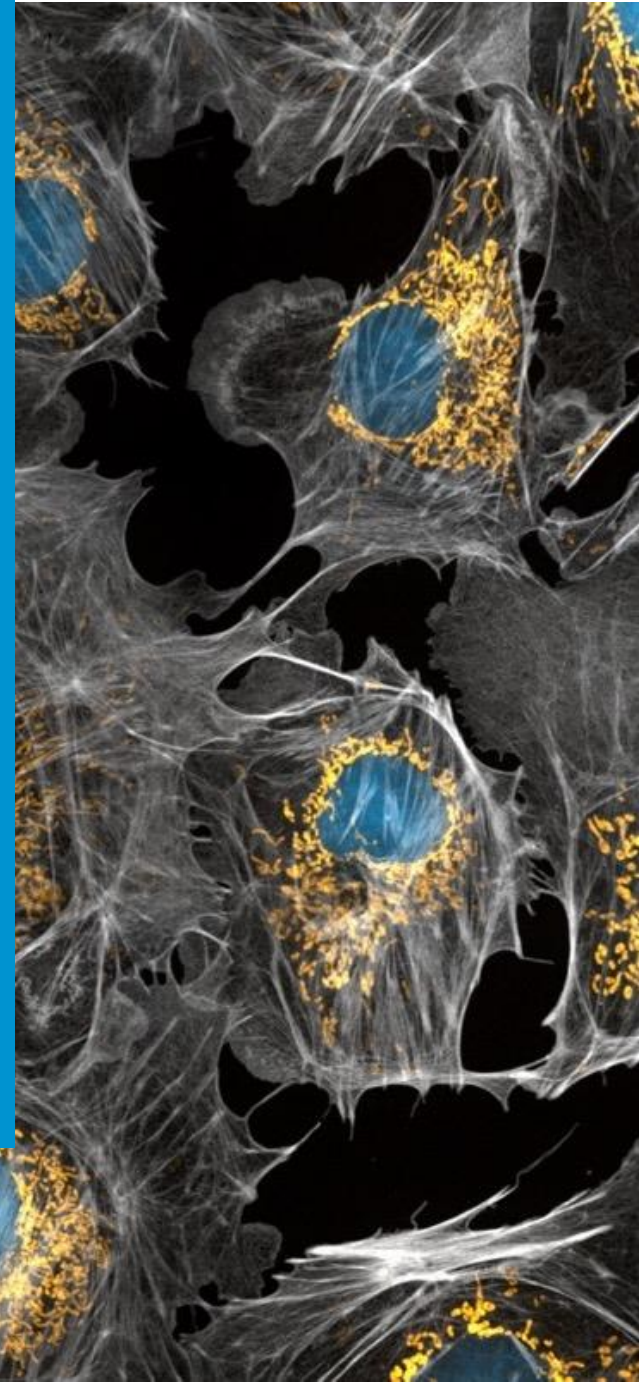
University of California  
San Francisco

# Student Organizations: Risk & Liability

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

Student Life

9/2024





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

**Theodore Roosevelt**

26<sup>th</sup> 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

# Contact

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