

Student Life Risk Management Quick Reference Guide



Fundraisers:

Pre-packaged food and beverage only

Club Organization and Activity requirements:

Voluntary Participation Waiver and medical release form must be complete prior to participation in the activity

Transportation:

If the College is providing no transportation, the individual is the sole responsibility for all transportation arrangements and risks associated

California Ed Code 35330:

"All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of pupils taking out-of-state field trips or excursions shall sign a statement waiving all claims."

All events and activities must be approved through Student Life

Students *do not* have medical coverage when participating in Club versus Club competitions

Volunteers for Student Life events

Any outside party that is not a current registered student participating in a Student Life event must complete a volunteer form. The form must be on file with Risk Management preferably prior to the event. Form is located at mtsac.edu/risk

Third party auto accident:

On campus contact Campus Safety at ext. 4555 and Risk Management ext 5501

- Off Campus provide the following to risk management:
 - o Name, phone, address, auto insurance information if an automobile accident
 - o **Take pictures**

Student Accident:

On Campus refer student to Health Services either building 67A or 9E – they will complete accident form
Off Campus -

- o Contact 911 if emergency
- o Refer to medical release and field trip form for contact information

