

RISK ASSESSMENT FORM

Must be submitted to The Office of Student Life HSC along with the Pre-Event Request Form, Travel Request Form, or Fundraiser Request Form.

Name of Organization _____

Please briefly describe the event or program you are planning: _____

Fill out the worksheet below to help assess your approach to managing the risks associated with your event.

Activities	Associated Risks	Management Plan
<i>Example . Travel to event location</i>	<i>1. Drowsy driving, car trouble</i>	<i>1. Depart at a reasonable time with rested drivers, Have a car repair service number available i.e. AAA.</i>

What resources have you consulted to determine that you are able to adequately manage this event?

Student Organization Advisor _____ Risk Management Director Tom Claire _____ Other _____

Are you using an assumption of risk/waiver, medical release, and emergency contact form? ____ Yes ____ No

Does your program involve physical activity? ____ Yes ____ No

Are you traveling? ____ Yes ____ No If yes, what type of transportation are you using? _____

Is your event outdoors, or can your event be affected by inclement weather? ____ Yes ____ No

Check ahead for weather conditions

Check location for shelter ahead of time

Bring a radio with you to monitor changing weather conditions

Will your event require Campus Police or Facilities for security, parking, traffic, or use of grounds? ____ Yes ____ No

Is your activity an Open Event (Open to the campus, general public or students at other schools)? ____ Yes ____ No

Is there alcohol involved with your event? ____ Yes ____ No

Are you contracting a service from a non-university affiliated business? ____ Yes ____ No

Does your event involve selling or distributing items on campus? ____ Yes ____ No

Are you planning on posting flyers or advertising on campus? ____ Yes ____ No

Are you using an MCO logo or trademark in association with your activity? ____ Yes ____ No

Have you reviewed your budget and purchasing guidelines as it relates to this event/activity? ____ Yes ____ No

Risk Assessment Coordinator

E-Mail Address

Director/Activities Coordinator OSL HSC