

RISK MANAGEMENT WORKSHEET FOR STUDENT ACTIVITIES

Description of event/activity: _____

Resources to consult prior to determining if the event/activity can be successfully managed.

- | | |
|---|--|
| <input type="checkbox"/> Advisor
<input type="checkbox"/> Residential Life Staff | <input type="checkbox"/> Community Director
<input type="checkbox"/> Other: _____ |
|---|--|

Use the table below to guide your documentation of the organization's approach to managing risk.

Potential Risks	Specific Strategies to Minimize/Eliminate the Risk
Physical <ul style="list-style-type: none"> Mode(s) of travel Weather Equipment Safety concerns at destination ADA accommodations Injuries due to physical activities 	
Reputation <ul style="list-style-type: none"> Behavior as PLU representative Potential for alcohol/drug use Fundraising approval 	
Emotional <ul style="list-style-type: none"> Potential medical issues of participants Unfamiliar activity for planners and participants Emergency procedures for transportation, health, or other incidents. 	
Financial <ul style="list-style-type: none"> Plan for cost overruns Plan for stolen cash/credit cards Management of funds: payment of fees, etc. Management of fundraising proceeds. 	
Facilities <ul style="list-style-type: none"> Size Location Safety – space and equipment 	

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PRE-EVENT PLANNING

Activity/Event Name: _____ Proposed Date of Activity/Event: _____

Club/Org Name: _____

1. Does your activity/event involve any type of physical activity? Yes No
 - Participants will need to sign the student activity/club waiver.
 - Make sure that individuals hosting the event are trained to facilitate the activity.
2. Is transportation required? Yes No
 - Personal vehicle University vehicle Commercial plane
 - Rental vehicle Chartered bus _____

Note: PLU does not allow carpools and in accordance with Washington State law, personal vehicles are not covered by PLU's insurance.
3. Is your activity/event outdoors? Yes No
 - If on campus, coordinate location with Conference and Events and FAMA Grounds Manager.
 - Check weather conditions.
 - Plan for alternative location or cancellation of activity if required due to inclement weather.
4. Is your activity/event open to the campus, public, students from other colleges/universities, and/or expected to draw over 150 participants? Yes No
 - Obtain the required approval from Student Life, Conferences and Events, etc.
 - Plan for crowd control – consult with Director of Campus Safety and Environmental, Health and Safety Manager to determine requirements for additional security, permitting, etc.
5. Are you contracting service for the event? Yes No
 - Follow the university contract review and approval process.
 - Contact the Director of Risk Management and Insurance with questions.
6. Does the activity involve watercraft or water activities? Yes No
 - Participants will need to sign the student activity/club waiver.
 - Life jackets must be worn at all times.
 - Contact the Director of Risk Management and Insurance to confirm insurance coverage for the activity.

Submitted by:

Print Name	Signature	Date
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Advisor Review:

Print Name	Signature	Date
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Advisor Comments:

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POST-EVENT ASSESSMENT

Activity/Event Name: _____ Date of Activity/Event: _____

Club/Org Name: _____

1. Was the activity/event a success? Yes No
Why or why not?

2. Did you encounter any unforeseen problems? Yes No
If yes, how did you deal with problem(s)? What actions could've been taken to prevent or prepare for it?

3. Provide contact information for vendors, university staff or others who assisted in the planning and execution of the activity/event.

4. Do you recommend doing this activity/event in the future? Yes No
If yes, what changes would you recommend making for the next time it is planned.

Submitted by:

Print Name

Signature

Date