Agenda

- Campus Event Planning & Protocol
- Clery Act Compliance
- Risk Management
- Roles of Advisors
- Center for Student Organizations Policies
Event Planning and Protocol Website

Campus Event Planning System
www.auburn.edu/auevent

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Objectives of Centralized Event Website

- Provides advice and guidelines for students, faculty, and staff to put on successful and safe events.
- Works with students, faculty, employees, and guests of the university to plan events on campus.
- Tracks review of campus event requests and provides advice regarding event facilitation in light of university policies as well as city ordinances and/or state statutes.
- Tracks all types of events held on campus property; however, meetings and classes are not included in this process.
- This system is NOT a booking agent.
Who approves events?

- Public Safety and Security
- Risk Management and Safety
- Auxiliary Services
- Student Affairs
- Facilities
- Athletics
- Parking Services
- Housing and Residence Life
- Communications and Marketing
- Auburn Police Department
- Auburn Fire Department
- Other entities as they apply
Please submit events early.

- Level 2 Events: 50 or fewer participants – 15 days in advance
- Level 3 Events: 150 or fewer participants – 20 days in advance
- Level 4 Events: 150+ participants – 30 days in advance
- For more criteria on levels, please visit www.auburn.edu/auevent
- Please submit events even earlier than the guidelines. This helps prevent a backlog and allows for quicker approvals.
- If you submit an event on the last possible day, don’t expect an event decision until 48 hours before your event.

*These deadlines are subject to change due to the number of events in the system.*
Event Capacities

- Requesters must be honest about how many attendees they plan to have at the event.
- Fire codes and other regulations are enforced.
- Check with venue managers about capacities for rooms you are booking.
- If an event exceeds capacity, there is a possibly that event could be shut down.
- Consider ticketing, arm bands, or people counters for the event.
During event planning, it might be necessary to hire Auburn Police Officers or additional security.

The Office of Public Safety and Security may ask for additional security at their discretion.

Additional Security
  - Auburn Police Department (contact Debbie Sullivan at 334-501-3150 to book officers)
  - Allied Barton – contract for Auburn University’s campus
  - Event Organization Group – contract for Auburn Athletics facilities

Additional security comes with a fee; prepare for this in your budget.
Certificates of Insurance may be required if the event will include:

- A live band or DJ
- Animals
- Additional setup or structures (including inflatable structures)
- Using a third-party vendor

Risk Management and Safety will review events and ask for Certificates of Insurance when required.

Certificates of Insurance must name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insured.
Events bringing minors to campus will be expected to follow the university’s Minors on Campus Policy. For events that do not fall under an exemption, requesters will be required to submit:

- Program/Activity Departmental Approval Form
- Spreadsheet for Documenting Employees/Volunteers
- Spreadsheet for Documenting Program Participants
- Human Resources Background Check Setup form

If requesters apply for an exemption, a Program/Activity Departmental Approval Form is still required.

For more information about exemptions and for links to each of the required forms and spreadsheets, please visit: https://cws.auburn.edu/rms/minorsOnCampus.aspx

Events that fall under the Minors on Campus Policy need an additional 30 days to process.

*Background checks may be required at your organization’s expense.*
 Runs and Races

- When submitting a run/race request, requesters will be asked to upload:
  - A waiver that runners will sign
  - A race route

- Only 2 races are allowed per weekend.

- After requesters have received approval in the CEPS, they will also need to complete and turn in:
  - Student Affairs On-Campus Parade Permit Form
  - City of Auburn Permit for Parade, Procession or Public Demonstration Form

- Runs and Races require extra attention from the Event Management Committee and must be submitted 30 days prior to advertising.
Other Forms Outside the System

- **VENUE BOOKING**– This system does not book venues. Requesters should check with a venue manager **before** making an event request to ensure that space is available for the desired date and start any forms that are necessary.
- AU Involve, for any concourse tabling events (these do not need to go through the CEPS for Student Orgs)
- Student Affairs On–Campus Parade Permit Form and City of Auburn Permit for Parade, Procession or Public Demonstration Form for Runs and Races
- Minors on Campus forms
Requests should be as detailed as possible. The Event Management Committee might not need to reach out to the requester for additional information and slow down the event approval process.

Requesters should log in to the system and click the “Add Information” button next to the event to be sure that the Event Management Committee does not need additional information and/or forms.

Additional information added to the event may take a few days to process by the EMC. Also, after adding additional information, follow up action may be required. Check the “Add Information” section.

Additional information requests are emailed to the primary event requester. Check with the primary event requester to ensure no more information is needed.

We review events in the order in which they are submitted into the Campus Event Planning System.
CLERY ACT COMPLIANCE
Purpose of Clery

• To provide current & prospective students & employees information
  – Campus safety policies & procedures
  – Crime statistics
  – Emergency procedures & notification
  – Fire safety & fire statistics
Trends

• Greater focus nationwide on Clery
• High-profile incidents such as Penn State, Virginia Tech
• Now: Significant focus on sexual assault
• Increased penalties
  – Current: $35,000 per violation; loss of Federal financial aid; public shaming
  – Proposed Sexual Assault Bill: $150,000 per Clery Act violation; and up to 1% of institution’s operating budget for some violations
Campus Security Authorities

• Individuals who have responsibility to report crimes to AU Public Safety
• Anyone with significant responsibility for student and campus activities
• Clery specifies Advisors to Student Organizations
Reporting Crimes

• **Victims** should be **encouraged to report crime to Auburn Police**

• **Public Safety** **must be notified promptly** if it meets all three criteria:
  – Clery reportable offense
  – Clery geography
  – CSA is aware of it
Reporting Crimes

- Includes all crimes and allegations made in good faith
  - Referrals for disciplinary action
    - Liquor, drug, & weapon law violations
  - Sexual Assault
    - Victims’ names do not have to be reported!
- Only sworn law enforcement can decide that a crime is unfounded
- AU Public Safety may have obligation to send Timely Warning
Questions

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THIS IS AUBURN.
Risk Management For Student Organizations
Why Talk About Risk Management?

• To provide an overview of risk assessment and management concepts and tools to assist campus leaders in better understanding and managing risks.
• To promote a more conscious and pro-active process.
• End Goals? Improved Safety & Success.
What is Risk/Risk Management?

*Risk Management* is the proactive process of analyzing potential and perceived risks involved in specific activities and taking the corrective steps to protect against such risks.

*Hazard* is anything (condition, situation, practice, behavior) that has the potential to cause harm or adverse effects. Hazards increase risk.
Process Overview

- **Identify** risky behavior and activities (hazards)
- **Assess** the probability/severity of adverse outcomes
- **Implement** controls to eliminate or reduce the risk
- **Reassess** the activity after the risks have been managed
How to Identify Risks

- Review past incidents (internal/external)
- Open dialogue with students/others
- Inspection of premises
- Inspection of equipment
- Brainstorming – what if?
Analyzing Risks

• What are all foreseeable possibilities for injury or harm?
• How severe?
• How likely?
• How do level of severity/likelihood intersect?
• Are existing controls in place?
• What factors may be contributing to the risk?
• What is the root cause?
Categories of Risks

- **Physical risks** (injury, death, travel, food-related illnesses, etc.)
- **Reputation risks** (the reputation of your officers and members, the reputation of the whole organization, the reputation of the university)
- **Emotional risks** (the emotions of your members, reactions of participants or attendees, sensitive subject matter, potential controversy, etc.)
- **Financial risks** (cost reduction, proper budgeting, etc.)
- **Facilities risks** (the safety of the facilities for your participants or attendees, the maintenance and clean-up of the facilities, etc.)
### Risk Matrix

**Name of Event:** Southeaster Archery Competition

<table>
<thead>
<tr>
<th>List of Special Activities</th>
<th>Associated Risks*</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Method to Manage**</th>
</tr>
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<tbody>
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*Associated risks include: medical emergencies, food poisoning/allergic reactions, damage to University reputation, damage to University property and/or facilities, accidents, injury, and/or death.

**Methods to manage risks may include: purchasing special event liability insurance, arranging for security, traveling with an advisor, rotating drivers, etc.
Claims Related to Student Activities

• Our insurer United Educators reported that injuries related to students represents about $\frac{1}{2}$ of all claims filed with General Liability policies.
• The average cost of these claims is around $198,630.

I. Types of GL Claims

*Figure 1* shows the primary cause of bodily injury that students alleged in their claims during the five-year period. It is solely a measure of frequency.

![Figure 1: Types of GL Claims](chart.png)
High Levels of Risk

- Greek organizations
- Intramural sports
  - Horse-related
  - Whitewater rafting
  - Rugby
- Travel to/from Events
- Alcohol
- Minors
- Fire Safety Issues
- Sexual Abuse and Harassment
Legal Duty of Care

- Legal actions against universities/colleges arising from student organizations are often brought under laws of negligence or intentional tort.
- Allegations include failure to supervise and/or protect.
- Key issue: was there a legal duty to use reasonable care, was the harm reasonably foreseen?
Negligence = Liability

• Liability refers to legal responsibility for one’s acts or omissions. Liability can be assumed by:
  o Your organization
  o Your advisor(s)
  o Your members
  o You – as an individual
  o The University
Negligence & Liability

• Auburn University does not maintain any type of medical or liability insurance for student organizations.
• Student organizations are liable for their own negligence and the negligence of officers/members.
• It is the responsibility of each organization to assess its own risks and determine what types of risk management practices it will implement to protect officers and members.
• Any claims against the student organization would be the responsibility of the student organization.
Risk Controls

- **Avoid** – remove risk by eliminating the situation or activity that presents risk
- **Share/Transfer** – transfer risk though an insurance intermediary or through other types of contracts
- **Mitigate** – setting up policies, procedures, training, etc. that reduce the risks being undertaken
- **Accept/Retain** – assume risk because some risks cannot be eliminated and there may be value in assuming the risk
Tips: Managing Risks

What can you do to mitigate (manage) your risks?

• Take great care (and document it!) when conducting the event and note all precautions taken
• Check to see if your organization has insurance & be aware of what is covered
• Produce properly drafted waivers for all participants to sign prior to event
• Train participants and provide instruction regarding potential dangers associated with your event
• Comply with alcohol, hazing and nondiscrimination policies.
Tips: Managing Risks

Participant Releases (hold harmless)

• Educate the person signing the document about the potential risks of an activity

✓ Describe all activities in sufficient detail
✓ Note possible risk and associated injuries
✓ Consider boldface for the provision which releases the university & its representatives from liability
✓ Avoid having more then one participant sign a documents
✓ Store all signed releases for a minimum the applicable statute of limitations for bringing claims
Tips: Managing Risks

Off-Campus Travel

- Check driver qualifications
  ✓ Consider age, driving records
- Safe driving practices
  ✓ Prohibit late-driving
- Vehicle breakdowns & emergencies
  ✓ Have a plan, be prepared
Tips: Managing Risks

Contract Risk

• Get ALL agreements with vendors in writing and have them signed by the proper person(s)
  o Ensure that all agreements are complete and accurate – READ every word of every agreement
  o Ensure that agreements/contracts include “what happens if…” provisions
  o Ensure that you have safeguards in place within your own policies as to who can obligate the organization
  o Do not, under any circumstances, represent to third parties that you represent Auburn University
Tips: Managing Risks

Contract Risk

• All contracts with outside vendors should have a requirement that vendor insurance policies be endorsed to name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds.

• This is required for anyone doing business on AU campus even if they are contracting with your organization.

• Remember any contract would be between your organization and the vendor.
Risk vs. Reward

• Consider modifying activities that have unreasonable risk associated with your organization.
• Remember to consider how the activities relate to the mission and purpose of your organization.
Events

- AU requires event registration and liability insurance for certain events held on campus.
- Event liability insurance protects AU as well as the organization holding the event.
- Proof of liability insurance is required before some events can be approved.
- If you have insurance through a national organization your are required to show that the insurance will cover your event.
Insurance

- Policies shall name Auburn University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insureds and shall carry the following limits of liability:
  - Each Occurrence $1,000,000
  - General Aggregate $1,000,000
  - Products-Completed Operations Aggregate $1,000,000
  - Personal and Advertising Injury $1,000,000
  - Fire Damage Expense $50,000
Insurance

- To assist student organizations in obtaining insurance, AU Risk Management offers event insurance policies through the University Risk Management and Insurance Association.
- The URMIA TULIP insurance policy is event specific and has been created especially for groups using college or university facilities.
- For additional information on purchasing TULIP coverage for your event please visit: https://cws.auburn.edu/rms/
The Benefits

• Better exploitation of opportunities
• More efficient use of resources
• Promotion of continuous improvement
• Fewer unwelcome surprises
• Improved focus and perspective on risk
• Improved communication
• Peace of Mind
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Advisor Roles

- Team Builder
- Mentor
- Conflict Mediator
- Reflective Agent
- Motivator
- Financial Supervision
- Continuation
- Policy Interpreter
Advisor Roles: Team Builder

- Spend formal/informal time with organization members
  - Cookouts, dinner, attend meetings and retreats
- Communicate
  - Open supportive relationship, define role as advisor
- Leadership Development
  - Leadership skills, personal growth
keep it real!
Advisor Roles: Mentor

- Time Devotion
- Set Expectations
  - Standards, accountability, goals
- Different students need different advising styles
- Role Model
  - Professionalism, challenge students, listen, balance life
I HAVE ALL THE ANSWERS!
Advisor Roles: Conflict Mediator

WE NEED TO TALK
Advisor Roles: Reflective Agent

- Evaluate
- Learning Experience
Advisor Roles: Motivator

- Recognition
- Encourage
  - Plan ahead, empower students
- Be an advocate
Advisor Roles: Financial Supervision

- **Treasurer**
  - Accurate record keeping and budgeting
- **Bank account**
  - More than one person on account
- **Budgeting**
Advisor Roles: Continuation

- Students frequently change
- Look toward the future
  - Long term goals
- “This is the way it’s always been”
  - Encourage creative brainstorming for new ideas
- Communication between old and new members
Roads? Where we’re going, we don’t need... roads.
Advisor Roles: Policy Interpreter

- Organization
- Student Conduct
- University

WHAT DID YOU SAY?
Advisor Roles: Have fun!

Hakuna matata
It means no worries for the rest of your days.
Our Advisor Expectations: Overview

- General understanding & knowledge of all group activities
- Determine a necessary advisor presence at officer & group meetings
- Understanding of organization’s Constitution & Bylaws
- Assist organization continuation
- Serve as point of contact for the Division of Student Affairs during any type of organizational issue
- Report any organizational issues to the Center for Student Organizations
Advisor Roles: Handouts

- Advisor Expectation Worksheet
- Advisor Self-Evaluation Worksheet
- Do’s and Don’t of Student Organization Advisors
Center for Student Organizations

- Organization Policies/Procedures
  - Anti-Hazing Policy
  - Alcohol and Drug
  - Financial Management
  - Student Discipline Policy

auburn.edu/policies
Organizations Board

- Organizations Board Process
  - Provisional/Permanent Status

- Organizations Fund (O-Fund)
  - Total Fund: $50,000
  - Funding Guidelines
    - Operating
    - Programming
    - Travel/Registration
Organizations Board

- **Meeting Schedule**
  - Bi-weekly, Tuesdays at 6:00 PM
  - Request Deadline: Thursday before at 4:45 PM on Auinvolve

- **Hearing Information**
  - Assigned Time Slot
  - 3163 Student Center

- **Paperwork/Forms**
  - auburn.edu/organizations
Center for Student Organizations

- AUinvolve Overview
- Involvement Ambassador Workshops
- Involvement Awards
Questions & Comments

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