

## Release of Liability Instructions for Groups

### Overview

A Release of Liability (“ROL” or “Release”) is required for all University planned sponsored events, on and off campus, and based on risk assessment. All campus events must use the CSU approved standard Release document, and release documents must be a separate document from other informative paperwork. Releases are not required for those simply attending University events (i.e., audience members).

*Participants who do not sign a ROL cannot participate in the event/activity but may attend as audience members instead (for events/activities that are open to audiences). Minors cannot sign a release; a parent/guardian must read and sign the second page on their behalf (and may include up to four minors on a single Release).*

### Who should sign a Release of Liability Form:

- Those voluntarily participating in University activities that may have some additional risk (e.g., performing arts, etc.).
- Unpaid and non-University employed students voluntarily traveling with the University (e.g., academic field trips, conferences, etc.).
- Students traveling for any voluntary reason (e.g., student organization trips).

### ROL Process

1. Obtain a signed Release of Liability for each participant.
  - a. Note: Parents/guardians may include up to four minors on a single ROL.
2. Create a Participant List including the name of every participant in alphabetical order by last name (this will also act as the cover sheet for the Releases).
3. Submit both the Participant List and ROLs via one of the following means:
  - a. At least *2 weeks* before the event/activity date, mail paper copies to:  
ATTN: Music Department  
Stanislaus State University  
One University Circle, M-3  
Turlock, CA 95382
  - b. At least *1 week* before the event/activity date, email scanned copies to:  
To: [jwoodall@csustan.edu](mailto:jwoodall@csustan.edu)  
Cc: [Event Manager]\*  
Subject: [Event/Activity Name] [Group Name] ROLs  
*\*If you don't know who to cc, you may leave this blank. The appropriate person will be notified.*
  - c. On the event/activity date, submit paper copies *before* participating.

Contact the Music Department Administrative Support Coordinator (ASC), Mx. Jasmine Woodall, if you have any questions about this process or require assistance.