

Release of Liability Instructions for Individuals

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 open to audiences).

Minors cannot sign a ROL; 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. ROLs may be distributed in the following ways:
 - a. An Adobe Acrobat Sign electronic signature request email.
 - b. A PDF email attachment.
 - c. A printed handout.
2. ROLs may be signed and submitted via the following means:
 - a. At least *2 weeks* before the event/activity date, mail a paper copy 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 a scanned copy to:
To: jwoodall@csustan.edu
Subject: [Event/Activity Name] [Participant Name] ROL
 - c. At least *3 days* before the activity, complete the Adobe Acrobat Sign electronic signature request you received via email.
 - d. On the event/activity date, submit a paper copy *before* participating.

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