



South Carolina State University

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KENITA PITTS
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FAX: (803) 516-4860

TO: Faculty & Staff
FROM: Kenita Pitts
RE: Waiver of Liability, Assumption of Risk and Indemnity Agreement for Student Travel
DATE: May 27, 2009

From time to time, faculty/staff may wish to offer students the opportunity to participate in off-campus academic and social experiences. Doing so requires careful planning and supervision by the faculty/staff member. To this end, students should be warned of the specific risks associated with the off-campus activity so that they can make an informed decision about whether or not to participate in the activity. Students should not be allowed to participate in the off-campus event unless they voluntarily agree to accept those risks and they voluntarily agree to release South Carolina State University from liability for any claims or injuries that may arise from their participation in the activity.

The attached form, titled “Waiver of Liability, Assumption of Risk and Indemnity Agreement” is to be used for all off-campus academic and social activities. The form is designed to inform students of the activity, to warn them of the associated risks, and to document each student’s agreement to assume those risks and to release the University from liability for any claim, injury, or other damage caused by his or her participation in the activity and is to be submitted with the “Off Campus Activity Report” (*exemptions: Felton Laboratory and CDC*) to Ms. Kenita Pitts in the office of the Asst. Vice President of Finance or via email kpitts4@scsu.edu.

The following information requested on the “Waiver of Liability, Assumption of Risk and Indemnity Agreement” should be completed by the faculty/staff member before providing the form to students for their review and signature:

- The “ACTIVITY” should be described in detail. For example, “field trip to Museum” is not sufficient; “trip to Greenville County Art Museum to tour studio space” provides the specific information necessary to help students make an informed decision about the risks attendant with the proposed activity. Similarly, “camping” is not sufficient; “camping at Camp Barstow” provides important details that will help students better assess the risks involved with this activity.
- The department or club that is responsible for organizing or sponsoring the activity should be identified so that students know who to contact with questions or concerns about the activity.

- The date(s) of the proposed activity also should be clearly set forth for students to consider.
- The responsible faculty/staff member should give careful thought to the “inherent risks” associated with the activity. The risks involved with touring studio space at an art museum are vastly different than those inherent to camping at Camp Barstow. Remember that inherent risks also may include any risks associated with transportation to and from the activity.

When completing the information on the Release, it is also helpful to:

- Use clear, unambiguous and understandable language.
- Be sure that each student completes a separate release.
- Provide each student with adequate time to review and sign the document.