Student Organization Risk Management

ROLE OF ADVISOR

- **UW Faculty or Staff:** Include in your official position description or get a letter from your supervisor/department for your personnel file (include if you may drive students occasionally)
- **Not affiliated with the UW:**
  - If RSO has a relationship with a department, get a formal letter defining your role as a volunteer.
  - If your organization doesn’t have a relationship with a UW department, you can request this letter from CfLI: [https://win.wisc.edu/form/start/31869](https://win.wisc.edu/form/start/31869)

NAMING/BRANDING GUIDELINES

- [https://guide.cfli.wisc.edu/policies/](https://guide.cfli.wisc.edu/policies/)
- You may NOT use any form of UW-Madison as the BEGINNING WORD(S) of the name of your student organization, e.g., UW-Madison, University, University of Wisconsin-Madison, or University of Wisconsin. Instead, list the UW-Madison affiliation at the end of the name of your organization, followed by a comma or parentheses, i.e., Checkers Club, UW or Checkers Club (UW-Madison).
- The University asserts ownership and all rights, title and interest in and to its indicia which includes trademarks, service marks, mascots, and slogans and any other indicia that is associated with or refers to the University. Student organizations may request permission to use these items from the Office of Trademark Licensing.

EVENT PLANNING

- **Event Insurance**
  - CfLI’s Events Planning Guide: [https://guide.cfli.wisc.edu/organization-management/](https://guide.cfli.wisc.edu/organization-management/)
- **Serving and Selling Food on campus**
  - Approved Vendors list, Companies with Certificates of Insurance: [https://www.bussvc.wisc.edu/purch/inel.html](https://www.bussvc.wisc.edu/purch/inel.html)
- **Release Forms / Waivers**
  - UW-System approved waiver template found at: [http://www.bussvc.wisc.edu/risk_mgt/risk_mgmt_forms.html](http://www.bussvc.wisc.edu/risk_mgt/risk_mgmt_forms.html) (Select Personal Waivers/Releases)
  - Retain physical copy of waivers for 150 days after event
- **Contracts** (not just about money – any exchange of legally enforceable promises)
  - [https://guide.cfli.wisc.edu/policies/](https://guide.cfli.wisc.edu/policies/)
  - Purchasing has contract-signing authority; Legal Services can review
- **Student Organization Alcohol Policy:** [https://guide.cfli.wisc.edu/documents/alcohol-policies/](https://guide.cfli.wisc.edu/documents/alcohol-policies/)

TRAVEL

- **Fleet Vehicle:** [https://guide.cfli.wisc.edu/policies/](https://guide.cfli.wisc.edu/policies/)
  - Driver Authorization link: [http://www.bussvc.wisc.edu/risk_mgt/drivetable.html](http://www.bussvc.wisc.edu/risk_mgt/drivetable.html) - takes 10 business days to process – necessary if driving a University contracted vehicle or using University funding
- **International Travel by RSOs:** [https://guide.cfli.wisc.edu/organization-management/](https://guide.cfli.wisc.edu/organization-management/)

STUDENT ORGANIZATION ACCOUNTABILITY

- **Student Organization Code of Conduct:** [https://guide.cfli.wisc.edu/documents/code-of-conduct/](https://guide.cfli.wisc.edu/documents/code-of-conduct/)
- Committee on Student Organizations (CSO): special committee established by the Chancellor’s Policy on the Conduct and Discipline of Registered Student Organizations. The CSO is comprised of students, staff, and faculty and includes a Center for Leadership & Involvement representative.
Contact Information
Center for Leadership & Involvement
3rd Floor Red Gym
716 Langdon Street
cfl@studentlife.wisc.edu
608.263.0365

TJ Sargent
tj.sargent@wisc.edu
608.263.1020

Kasie Strahl
kasie.strahl@wisc.edu
608.263.4597