



CHANGE THE WORLD FROM HERE

## Instructions to Fill Out A Waiver

This presentation will provide detailed Instructions on How to Fill out a Waiver. This is presented by the Department of Risk Management. The template is provided for use by the University of San Francisco in connection with activities or programs sponsored by or affiliated with the university.

### How to Use This Template

Waivers ensure participants are aware of any risks associated with an activity/program. Edit the waiver form using these detailed instructions given to tailor the document to the specific:

1. Activity/Program
2. Location
3. Date
4. Description of risk/s.

### The “Activity/program” Section

The “Activity/Program” Section must include a detailed description of the activity.

The description does not need to list every aspect, task, or specific activity that will take place, but it should provide enough detail to put the participant on notice about the nature and types of conduct they will be participating in.

If travel or overnight stay/lodging is involved, this information must be included in the activity description. If the activity is tied to a course, please include course name, semester, and year.

### The “Location” Section

The “Location(s)” Section must identify all locations where the activity will take place/occur and, if applicable, information regarding travel (i.e. starting point, destination, and mode of travel).

### **The “Date” Section**

The “Date(s)” Section must include information about when the activity will take place.

If the Activity will take place over the course of multiple days, but only during select times during those days, provide that level of detail

- (i.e., Tuesday January 2 from 8am to 5pm and Wednesday January 3 from 8am to 12pm).

If the activity includes an overnight stay or constant presence over the course of multiple days, include that information

- (i.e., Tuesday January 2 from 8am through Wednesday January 3 at 12pm).

### **The “Assumption of Risk” Section**

The “Assumption of Risk” Section (which is the blank area to fill in) must include a description of the risks inherent to the Program/Activity. This may include the types of activities, conduct, and/or events that are specific to the Activity which create a risk of injury to the participant, including risk of exposure to communicable diseases.

#### **Examples of “Assumption of Risk”**

- Activities involving athletic or physical activity, the physical actions related to the sport/activity should be described
- For Activities involving interactions with animals, the risks of injury associated with interaction with the particular animal(s) should be described
- For Activities involving exposure to the elements, equipment, and/or hazardous materials, the risks associated with such exposure should be described
  - For Activities that do not pose any particular/specific harm (for example, a writing workshop where participants will be seated in a classroom for the duration of the Activity), this section should describe the activity generally (i.e., “participation in instruction in a classroom environment”).

#### **Additional Information**

If you have any questions regarding how to fill out a waiver or when to use a waiver, please contact Risk Management at (415) 422-5899 or reach out to Melissa Diaz, Director of Risk Management, at [mddiaz@usfca.edu](mailto:mddiaz@usfca.edu).

Thank you for your time and have fun!