

## Release of Liability Waiver Policy

<b>Policy Number:</b>	AF 09-006
<b>Policy Administrator:</b>	

**Policy:**

Each student participant is required to sign a field trip liability release prior to each trip. The purpose of the field trip liability release is to provide notice of potential risks to the participant and to discourage claims against Cal Maritime.

**Procedure:**

**A. Use of the Approved Waiver of Liability**

To facilitate a uniform and consistent application of risk control on all campuses in the CSU System, a single waiver has been developed for use in all campus planned or sponsored events. No editing or altering of the document language will be accepted.

**B. Distribution of Waivers**

The Event or Activity Owner is responsible for distribution and collection of signed Waivers.

**C. Submission of Waivers**

Waivers are to be submitted along with the Event/Activity Packet to Risk Management for electronic scanning and archiving.

**D. Retention of Waivers**

The retention of signed releases will be held in the academic department office for three (3) years as a means to support in CSU Risk Management Claim. Documents signed by a parent or guardian on behalf of a minor must be retained for at least three years or until the minors turns twenty (20), whichever is longer.