1. Is your event off campus?
   No: Consider the GENERAL LIABILITY WAIVER if your event is potentially dangerous
   Yes: Fill out one STUDENT TRAVEL FORM and go to question 2

2. Are you receiving any university funding? (VFB, USG, SOS, etc.)
   No: Each student needs to fill out a GENERAL LIABILITY WAIVER as well as
   ASSUMPTION OF RISK FOR...
   Yes: Go to question 3 (You count as a university sponsored event!)

3. How are you getting there?
   Individual Cars/Public Transportation/Walking/Etc.:
   Each student must fill out GENERAL LIABILITY WAIVER as well as
   STUDENT SELF-TRANSPORTATION WAIVER

   Bus or Group Transportation booked for this trip:
   Students taking bus fill out GENERAL LIABILITY WAIVER as well as
   AGREEMENT AND RELEASE…
   Students not taking bus (but there is a bus!) fill out GENERAL LIABILITY WAIVER and
   ALTERNATIVE TRANSPORTATION WAIVER

WHERE CAN I FIND THE WAIVERS?
http://viterbi.usc.edu/students/studentorgs/travel.htm

DEADLINES AND SUBMISSION
All waivers due to RTH front desk (all together) before departure. Must be submitted during RTH
business hours (8:30-5, M-F). Plan ahead for weekend events!

IF I USE THE CORRECT FORMS, AM I PROTECTED FROM LIABILITY?
It will give you some LIMITED liability coverage, but your organization will still need to make
good choices in order to be ensure protection in terms of liability. This is dependent on the
organization’s good sense in making decisions; it is not a free pass to conduct yourself in ways
not supported by the university. Be sure to communicate risks clearly to participants.

HOW TO USE STUDENT TRAVEL FORM AND GENERAL LIABILITY WAIVER
General Liability Waiver: Fill out insurance if possible, no witness if over 18
**Student Travel Form:** Person on the trip and person in Los Angeles are both emergency contacts for your overall trip in case of outside emergencies (earthquakes, family emergency, etc.).