

Risk Management Symposium – Saturday, January 31, 2009

UTSA 1604 Campus

Registration Deadline is January 22nd at 12 noon
Please return this completed form to Student Activities, UC. 1.210 or DB 1.302.

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

ORGANIZATION NAME: _____

****See reverse side for list of required attendees and other important information.**

NAME	BANNER #	EMAIL	PHONE	TITLE

IF A MEMBER SIGNS UP, BUT FAILS TO ATTEND THE SYMPOSIUM, THE ORGANIZATION WILL BE CHARGED A \$25 CANCELLATION FEE.
 For more information, contact Student Activities at 210.458.4160, getinvolved@utsa.edu or www.utsa.edu/sa/so
 If you have a disability or need assistance to participate, please call Disability Services at 210.458.4157.

Purpose: To provide student leaders and advisors with education, training and resources on areas of risk that is in compliance with the state law SB 1138.

Objectives:

1. Understand the purpose of the training; specifically the state law component.
2. Have a better understanding of risks associated with the topic areas.
3. Recognize potential risks within their organization(s).
4. Identify campus and community resources to address risks associated with the topic areas.
5. Obtain tools to develop a risk management plan that is effective for their individual organization(s).

Required Attendees: The officers and advisors required and recommended to attend is outlined below:

1. President, highest ranking member/officer/representative of the organization
2. Vice President, second highest ranking member/officer/representative of the organization
3. Membership Development/Educator, manages the education of the members-if more than one, then the one that works with new members/associates/pledges; if organization has no such position, then the next highest ranking member/officer/representative of the organization
4. Risk Management/Social, organizes the social events of the organization or ensure that policies and procedures are followed at events; if organization has no such position, then the next highest ranking member/officer/representative of the organization

Other officers that would be recommended to attend are:

- Secretary, keeps the records of the organization, often in line to succeed the president
- Ritual Chair, manages the ritual of the organization
- Recruitment/Rush Chair, organizes activities to obtain more members

In addition, advisors must attend. This includes the faculty/staff advisor(s) on record and any off-campus, primary advisor that may be an alumnus/a of the University or the organization (i.e. Chapter Advisor, Alumni Advisor, Graduate Advisor, Campus Minister, etc.)