

# CSUSB FOUNDATION

*Building a Culture of Philanthropy*

## **CSUSB Philanthropic Foundation Risk Management Policy**

### PURPOSE

The purpose of this policy is to protect the interests of the CSUSB Philanthropic Foundation referred to as the Foundation, by providing a safe environment for members of the organization, and other participants in activities and services of the organization. An ongoing review of all activities shall be made by the Executive Director to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any Foundation activity.

### IMPLEMENTATION

The Foundation shall review activities and programs to ascertain that effective procedures are in place or developed for programs of the organization. Professional CSUSB staff may be delegated authority and assume responsibility as requested by the Executive Director to carry out this policy in routine programs. The Executive Director may consult with appropriate specialists before approving any program which can be defined as new, unusual or suggesting risk to the Foundation. The board of directors will be consulted and/or advised when there is sufficient risk exposure to suggest cancellation of any program.

### PROCEDURE

The Executive Director, along with appropriate CSUSB staff, shall assess risk exposure. Sufficient trained staff shall be assigned to the program to insure that the potential for injury and property damage is minimized.

To protect the financial security of the Foundation and its officers and employees, the Executive Director shall secure for the Foundation various forms of insurance and in sufficient amounts to protect those areas insured.

The Foundation shall retain legal counsel for advisement on issues and programs being reviewed by the Executive Director. Programs which may have unusual risk exposure shall be presented by the Executive Director to the Foundation's insurance carrier for review. Generally, only those programs accepted by the insurance carrier will be approved. When coverage is not available through any insurance source, programs may not take place without full knowledge of appropriate University Police officials and the university president.

## REDUCTION OF RISK

All reasonable steps shall be taken by CSUSB personnel to reduce risk exposure. The following steps shall be taken on a regular, ongoing basis:

1. Consultation with the Executive Director and other CSUSB management personnel.
2. Consultation with the CSUSB Office of Risk Management
3. Executive Director or designee will insure that supplemental risk insurance is required for special events under the guidance of the Foundation's insurance carrier.
4. Employees who handle cash/checks will be fingerprinted.

## EVALUATION OF RISK

The Executive Director shall analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the California State University San Bernardino Office of Risk Management for evaluation. This policy shall be reviewed annually.