

Risk Management Case Study Series

Contracts and Insurance

Introduction

Extension professionals engage in program development discussion on a daily basis, often leading to addressing potential risks associated with events and activities. Not every situation encountered by Extension professionals will lead to immediate harm to individuals or the program. However, if not addressed in a timely and appropriate manner, it may lead to the organization suffering a loss of finances, people, property or goodwill.

This case study series provides an opportunity for Extension professionals to examine a situation that they may directly or indirectly encounter during their professional career. While the case studies are not lengthy, they do present a situation and allow the reader to further develop the situation and then offer alternatives to decisions made or strategies to manage risks identified.

Please consult the Ohio State University Extension risk management website for resources and support materials related to this particular situation.



Instructions

Please read the situation statement that is presented below and consider the following:

- (1) What is at risk for the organization and/or the individuals involved in this situation?
- (2) How would you suggest handling this situation, given the actions that have already been taken?
- (3) What steps need to be put in place to avoid this scenario from happening again in the future?
- (4) When selecting locations for meetings and activities, what types of considerations must be taken into account?

Situation Statement

Your local advisory committee is having an orientation and training for all new volunteers who will be starting their service on September 1st of this year. The orientation/training will be held at the local high school where you have held events for many years. The school board is now requiring that all users provide a signed contract and proof of liability insurance. The president of the advisory committee signs the contract and submits to the school administrator and then informs the Extension Office that proof of insurance is required prior to the event that is being held next week.

Risk Management Website

www.ag.ohio-state.edu/~admin/handbook/riskmgt.htm