Stanford Alumni Club Leaders’ Handbook Appendix

Stanford Alumni Association Event Insurance
The following are examples of circumstances in which groups should require a vendor’s evidence of insurance:

- Chartered bus trips for members and guests
- Chartered boat trips
- Guided tours including busing

The following minimum limits of liability apply to all vendor agreements:

Commercial General Liability
$2,000,000 each occurrence
$2,000,000 policy aggregate
$2,000,000 personal injury and advertising injury liability

Automobile Liability
$1,000,000 each occurrence
$5,000,000 each occurrence (if a bus charter)

Workers Compensation
Coverage A Statutory Coverage
Coverage B Employers’ Liability $1,000,000

Host Liquor Liability
If alcoholic beverages are served, but not sold, host liquor liability should be included in the Commercial General Liability coverage. If alcoholic beverages are sold, a separate Liquor Liability policy, with $2,000,000 per occurrence coverage, is required. (Note: If an event is catered, the caterer is required to have Liquor Liability coverage with the same amount.)

Be sure to include the following provisions in all vendor agreements:

The following Additional Insured status should be added by endorsement and evidenced on the certificate of insurance: “The Board of Trustees of the Leland Stanford Junior University, its officers, agents, representatives, students, employees, faculty and volunteers must be named as additional insureds for the event ______________________ taking place on _______."

The vendor insurance requirements listed above shall be primary with respect to any other insurance in force.
A thirty (30) day notice of cancellation or material change in insurance coverage is required to the Certificate Holder.

If watercraft or aircraft charter service is required, please contact Stanford Risk Management for further assistance. Ensure that you receive a certificate of insurance prior to boarding the boat or using
the vendor. Please retain a copy of the insurance certificate for three years from the date of the event to satisfy the statute of limitations for which a claim may be filed against SAA/Stanford.

**Corporate Sponsorship**

Corporate sponsorship of alumni activities is allowable as long as guidelines established in The Taxpayer Relief Act of 1997 are followed. In summary, the act states that use or acknowledgement of the donor’s name or logo as part of a sponsored event is permissible as long as there is no other substantial return benefit. “Use and acknowledgement” does not include advertising of the sponsor’s products or services. Messages that contain any of the following information are **not** allowed:

1. Use of qualitative or comparative language
2. Price information
3. Other indications of savings or value
4. An endorsement
5. An inducement to purchase, sell or use such products or services (e.g., no discount coupons).

It is permissible to distribute or display the sponsor’s products, for free or for sale, and it is generally allowable to give complimentary tickets (or similar services) to sponsors, as long as they are related to the event.

If you have questions concerning sponsorship guidelines, please discuss them with your regional manager.