



## Overview

When considering hosting a car bash as a fundraiser, we strongly recommend student organizations to execute the following requirements in preparation for their event:

### Step 1

- Acquire a certificate of insurance with \$1,000,000.00 if coverage listing OSU as an additional insured along with the following information:
  - Name of event
  - Date of event
  - Description of event
  - The following statement adding OSU as an additional insured:
    - “The State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University shall be named as an additional insured with respect to the [event] hosted by [organization], Corvallis, Oregon on [event date].”  
Oregon State University  
Office of Risk Management  
Corvallis, OR 97331

### Step 2

- Liability waiver forms must be signed and collected from all volunteers and participants

### Step 3

- Vehicle must be handled according to the following:
  - Must be towed to and from campus by a licensed towing company
  - All glass and fluids are to be removed
  - Vehicle must be placed on a tarp upon arrival (tarp edges must be secured)
  - 15 ft perimeter must be maintained at all times
  - All participants must wear eye protection, gloves, and close-toed shoes

### Step 4

- The group must adhere to all fundraising regulations