California State University
SAN MARCOS

IMPORTANT! These instructions apply to both
the On-Campus Activity Participation Agreement and the Youth Organization Outreach Agreement

CSUSM Procurement and Integrated Risk Management

Instructions for On- and Off-Campus Activity Agreements

Purpose: This *How-To* applies to University and Auxiliary activities with third-party organizations, taking place on or off campus. The following agreements have been put in place to facilitate and promote partnerships with the community through youth programming. Note: this memo is not addressing use of space agreements.

New! **CSUSM On-Campus Activity Participation Agreement**

New! **CSUSM Youth Organization Outreach Agreement**

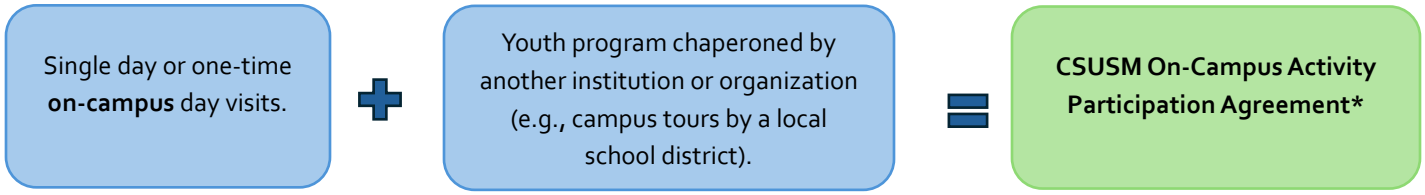
Getting Started: Campus partners who wish to organize an on-campus or off-campus event/activity should initiate the appropriate agreement through the Adobe Sign Workflow at: https://adobesigndynamicworkflow.csusm.edu/procurement.

Please review the following guidelines to determine which agreement best suits your event/activity needs. Agreements must be completed prior to event/activity date and before arrival to campus or to off-site location.

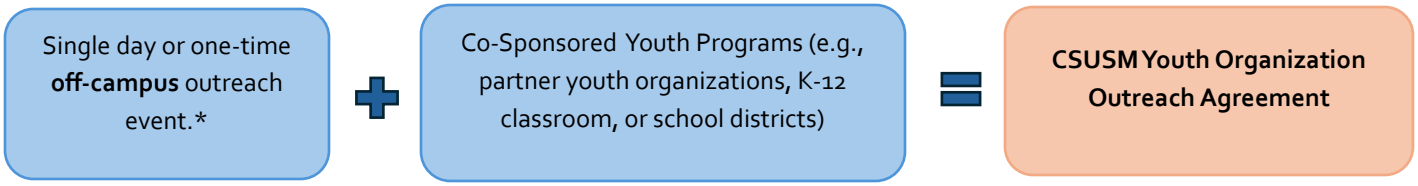
Identify authorized signers and the information needed to complete the Adobe Sign form:

- → Campus Department – Enter requestor
  - The requestor will be asked to enter a detailed Activity Description, Activity Location, Activity Date and Time, Payment details (Put N/A if there is not payment), and contract information for the CSUSM department representative.
- → Organization – Enter designated legal signer for external organization (e.g., CBO, legal counsel, Assistant Superintendent of Business Services or Human Resources, Director of Purchasing, etc.)
  - The organization will be asked to enter their legal business name, contact information for the organization, the Name and Title of the signer for the organization, and a signature for the organization.
- → Integrated Risk Management – enter risk@csusm.edu
- → Procurement – enter lswensen@csusm.edu
- → CC – enter any other parties that should receive a copy of the final agreement
- → Document Name – enter the Organization name in the following part of the Document Name: [Name]

What form should you use?



*Agreement shall be retained by the department facilitating the visit.



*For larger scale and/or ongoing campus outreach events involving a Third Party, please consult with Procurement and Contracts. These agreements must include CSU terms and conditions and present each party's responsibilities in accordance with CSUSM youth protection guidelines.

Resources:
CSUSM Managing Risk in Youth Programs Resource Guide ***Coming Soon!***
CSUSM Youth Protection Policy ***Coming Soon!***