Liability and Insurance for Volunteers

Presentation Objectives:

- Participants will be introduced to the Purdue University liability and insurance coverage for volunteers.
- Participants will learn what general liability and auto liability coverage they have as volunteers.
- Participants will learn about special insurance coverage in which they may wish to participate.
- Participants will be able to list the circumstances under which Purdue University’s coverage is in effect.

How to Use this Presentation:

- This presentation is designed to help you share information about the Purdue University liability and insurance coverage for volunteers and staff. Its goal is to provide an introduction to the insurance coverage for volunteers, so they have a better understanding of when Purdue University’s coverage will be in effect and when their own personal insurance will be primary.
- The presentation module includes:
  1. A PowerPoint presentation. (NOTE: You can print out the slide presentation to make overheads, if desired).
  2. A script keyed to the PowerPoint slides.
     - The script provides you with background information to make it easy for you to present the program in your community.
     - It can be adjusted to fit your audiences’ needs, the amount of time you have allocated for the presentation, and your individual presentation style.
     - The information in the script is for your use and background. Use as much or as little with each slide as your situation calls for.
We recommend that you do not read the script as printed, but rather that you become familiar enough with the information so that you can adapt it for your specific audience and give the presentation using notes you have developed.

3. A fact sheet that can be handed out prior to the presentation if you think the group will want to take notes, or it can be saved until the end, and provided to the audience as a reinforcement of the pertinent information you provided.

4. An evaluation form that should be administered at the conclusion of the program. This evaluation assesses whether the participants have learned the important facts associated with child abuse risks. All evaluations should be returned to the State 4-H Dept. immediately following the presentation. Send them to the attention of: Optimizing Your Potential as a 4-H Volunteer – attention: Renee McKee, 1161 AGAD, West Lafayette, IN 47907-1161.

Adaptations of the Presentation:

This presentation is designed as an approximately 30 minute program covering liability and insurance coverage for volunteers. You may wish to adapt the basic presentation in one of the following ways:

- If you have only a small amount of time, you may wish to just cover general liability and auto liability sections. (slides 1-9) If your interest is in the additional insurance coverage, you may wish to use just that section. (slides 11-21)
- To delete slides from your presentation, but retain in the file, go to Slide sorter format, click on the slides you do not want to use, choose “Hide slide” from the little window that pops up.