

TIGARD-TUALATIN SCHOOL DISTRICT PARENT ORGANIZATION and FOUNDATION ACTIVITY REPORT

REPORTING PLANNED EVENTS

For a PSO, PTA, Booster Club, or Foundation event to be covered by District liability insurance, certain information must be submitted to the school board for inclusion as a consent item in a regularly scheduled board meeting.

The report format needs to include the name of the school, the name of the organization, the time period that the event list covers and a list of all events.

Please list all activities and events that are currently planned. Reoccurring activities such as meetings can be listed once (i.e. monthly meetings). For special events, such as carnivals, additional reporting will be required once the event is planned.

Reports will only be submitted once a year. This year, reports will be submitted at the October 7th Board Meeting¹. Any additional activities added throughout the year will not be covered by District liability insurance. Attached is a list of insurance carriers that provide coverage for events not covered by the District.

Each report must be signed and dated by the individual submitting the report. A simple reporting format is attached. Incomplete forms will not be submitted.

If a TTSD Certificate of Insurance is needed, please complete a [Certificate of Insurance Request Form](#) and submit to asummers@ttsd.k12.or.us.

Any event where alcohol will be served requires additional consideration. Please contact the business office for details.

The District's broker recommends that all organizations purchase and maintain Director's and Officer's Insurance. This primarily covers the officers of each organization for financial losses with their organization. The broker has also recommended looking at liability plus coverage. Although the District's coverage is quite broad, there is additional exposure for volunteers.

ADDITIONAL REPORTING FOR SPECIAL EVENTS

Any event or situation that involves the use of outside vendors requires a District contract signed by the CFO or Superintendent unless you use the approved vendors listed on our Parent Organization page². Any documents requiring a signature must be signed by the Superintendent or CFO, even when using an approved vendor; any other persons that sign are placing themselves as personally liable. When planning a special event, please contact the business office at 503-431-4076 to discuss plans and ensure all district requirements are met, especially regarding the types of rides and activities that are planned³.

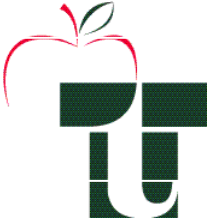
SPECIAL REQUESTS

For information about special requests such as monitors, heating and cooling, additional custodial assistance, please call operations at 504-431-4019.

¹ This year all reports are due by **SEPTEMBER 30TH** to ensure inclusion in the Board packet. Send to Holly Warner: hwarner@ttsd.k12.or.us, 503-431-4083.

² Forms, vendor info & agreement information located on the Parent Organization page: <https://www.ttsdschools.org/Page/9035>.

³ Contact the business office *at least* 10 days prior to advertising your event to allow enough time to complete all documentation.



**TIGARD-TUALATIN SCHOOL DISTRICT
PARENT ORGANIZATION and FOUNDATION
ACTIVITY REPORT**

School _____

Date _____

Organization _____

Time Period for Events _____

List of Events:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

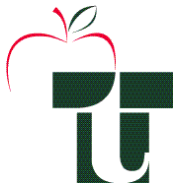
This list is all-inclusive for events that have been planned. I agree to submit information about additional events as they are planned.

Signature

Date

Tenant User Liability Program or Event Coverage is available through a variety of sources. Several (all are independent of and none are endorsed by TTSD) are listed below.

- <http://pace.osba.org> – Tenant User Liability Program (TULIP)
- www.rvnuccio.com/pto.html
- www.theeventhelper.com
- www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page



2019-20 TTSD Approved Vendors

**Contracts still pending as of 9/04/19*

Assembly & Student Workshop Vendors

Mad Science

www.portland.madscience.org
info@madscienceportland.com
503-230-8040

Miracle Theatre Group (Milagro)

www.milagro.org
malan@milagro.org – Dañel Malan
503-236-7253

Missoula Children's Theater

www.mctinc.org
jmichelson@mctinc.org
406-728-1911

OMSI Outreach Programs

www.omsi.edu/school-and-group-catalog
register@omsi.edu
503-797-4661

The Oregon Reptile Man - Richard Ritchey

www.oregonreptileman.com
oregonreptileman@gmail.com – Richard Ritchey
503-824-6423

Up for Grabs, Inc (Jugglemania)

www.jugglemania.com
jugglemania@me.com – Rhys Thomas
503-282-1429

Disc Jockeys

Bridgecity Music

www.bridgecitymusic.com
denmark@bridgecitymusic.com – Denmark Whitaker
503-664-4804

Chad Dowling Productions

www.chaddowling.biz
chad@chaddowling.biz – Chad Dowling
503-320-0895

Party Factory

www.party-factory.me
cyrus@party-factory.me - Cyrus Zamani
503-770-0435

The Mobile DJ Service

www.themobiledjservice.com
mobiledjserv@comcast.net – Shawn Stokes
503-702-5056

Event Rentals & Supplies

Parties Inc

<https://www.partiesinc.com/>
michael@partiesinc.com - Michael Hagan
360-885-7549

Portland Party Works

www.portlandpartyworks.com
Kristina@portlandpartyworks.com – Kristina Gentle
503-723-8300



PURCHASING PROCESS FOR PSOs/PTAs/Booster Clubs FOR EXPENDITURES EXCEEDING \$10,000

When a school's PSO/PTA/Booster Club anticipates spending more than \$10,000 for an item (e.g. reader board or playground equipment), the District's Purchasing Office should be contacted first in order to determine if any public contracts exist which can be utilized. If not, the District's Purchasing Agent shall assist in obtaining quotations. Contact Lee Reinholtz, Senior Purchasing Agent, at lrinholtz@ttsd.k12.or.us or 503-431-4035.

In lieu of the foregoing, if a PSO/PTA/Booster Club proceeds with a purchase exceeding \$10,000, three quotations do not need to be obtained so long as the PSO/PTA/Booster Club is responsible for 100% of the cost (including installation), and donates the equipment to the District. Any contracts related to such "direct" purchases should be signed by the appropriate PSO/PTA/Booster Club official(s).

If the item or piece of equipment is to be installed or developed on District property, the PSO/PTA/Booster Club must complete an Operations Department Project Approval form. The District may take into consideration future operating costs and responsibilities in deciding whether or not to approve the project. Please call the Bond & Operations Director, Darin Barnard, at (503) 431-4172 to inform them of the project and to obtain the Project Approval form.

The installation of a PSO/PTA/Booster Club piece of equipment must be performed by a certified installer to ensure that any warranty on the equipment remains effective. Appropriate certificates of insurance, as determined by the District's Business Office, must be provided prior to the scheduled installation naming the District as certificate holder & additional insured.

An "Acknowledgement of Contribution" form (available under [Business Office > Forms](#) page on the District's employee portal), must be completed by the receiving school's administration and approved by the Superintendent or designee in order to appropriately record the donation of equipment or items to the District.

Please contact the District's Business Office at 503-431-4076 if you have any questions.
Thank you.



CARNIVALS, GRAD PARTIES, CELEBRATIONS & SCHOOL EVENTS

The District Office would like to remind you to touch base with us before you make final plans for your events. To prevent as many injuries as we can, ensure adequate insurance and district procedures are in place, please review the following reminders:

[TTSD Parent-Guardian Permission & Liability Release Form](#) is required for **all** District field trips & activities.

The following types of events/field trips are **conditional**:

- ✓ Animals - with so many allergies with our kids and staff, remember to follow the Board Policy ING and get your principal's approval for any pets on campus (i.e. show and tell). **NO** exotic animals like monkeys and tarantulas, please. (*Presentations by The Oregon Reptile Man are allowed.*)
- ✓ Inflatable slides or obstacle courses are okay, **only if** the toys are set up by the contractor, in good condition and secured for windy conditions preventing the toy from lifting off the ground. Continued adult supervision is required.
- ✓ The **only** swimming or water activities allowed are trips to TTAD and/or pools that are **preapproved** by the District: *Parents must identify student as swimmer or non-swimmer on the release form. Non-swimmers have to wear life vests at all times and stay in the shallow areas.*
 - *Preapproved pools: Tigard-Tualatin Aquatic District pools (Tualatin & Tigard), Aloha Swim Center, Beaverton Swim Center, Conestoga Recreation & Aquatic Center, Eastside Portland Community Center, Harman Swim Center, North Clackamas Aquatic Park, Oregon City Swimming Pool, Salem Salvation Army Kroc Center, Southwest Community Center, Sunset Swim Center, Tualatin Hills Aquatic Center*
- ✓ Amusement parks are allowed but need to be approved by the District.

The following types of events/field trips are **PROHIBITED**:

- ⊗ Bounce-houses are **NOT** allowed on school properties or for District sponsored functions.
- ⊗ Mechanical bulls.
- ⊗ All trampolines & trampoline parks.
- ⊗ Dunk tanks.
- ⊗ Boat activities such as WyEast Expeditions, river rafting and jet boat excursions.
- ⊗ Swimming or any water activity – *see above for exceptions.*
- ⊗ Parents are not allowed to be "District Chefs-for-the-day".
- ⊗ Bungee jumping.
- ⊗ Horseback riding.

- ⊘ Paintball, laser tag or other activities involving shooting.
- ⊘ Open flames or activities involving fire.
- ⊘ iFLY, any indoor skydiving simulation or skydiving activity.
- ⊘ All airborne machines including private airplanes, helicopters, balloons.
- ⊘ Ropes courses, high or low, rock walls, and other such activities that involve height off the ground.

Friendly reminders:

- Celebrations & events need to be approved/supported by the school administrator.
- Most injuries occur when kids or STAFF crash into hard surfaces, each other or pull something trying to “keep up” with their peers/kids (i.e. staff /student basketball games or relay races).
- NEVER LEAVE CHILDREN IN ANY INFLATABLE WITHOUT AN ADULT PRESENT (OUTSIDE THE UNIT), SUPERVISING AT ALL TIMES! ALL EVENT EQUIPMENT MUST BE FULLY DISMANTLED AND REMOVED IMMEDIATELY AT THE END OF THE EVENT!
- DJs need to bring all their own equipment and will require a service agreement with the District Business Office unless they are on the Approved Vendor list.
- Please be mindful of the District’s Wellness Policy regarding celebrations & rewards, which is in effect from midnight to one hour after the school day ends. (Reference Board Policy [EFA: Local Wellness Program](#) at www.ttstdschools.org)
- Unless you are using a vendor from the approved vendor list, you will need to present a service agreement to the Business Office for approval **10 days prior to advertising your event**. Service agreement needs to include certificate of liability insurance. Certificate must: name TTSD as certificate holder & additional insured, show liability coverage of \$2 million per occurrence, auto coverage & worker’s comp. Please see service agreement documents & information on the Parent Organization Groups page of the TTSD website: www.ttstdschools.org/Page/9035 or contact Amber Summers at asummers@ttsd.k12.or.us, 503-431-4076.
- Remember that the CFO and Superintendent are the **only** authorized signers for the District and thereby anything legally binding requiring a signature needs to go through the Business Office, including documents from approved vendors. (Any other persons who sign are placing themselves personally liable.)
- Parent groups are generally covered under the District’s Insurance program as long as the District’s requirements have been met. Events **must** be included on the school list that is presented to the Board in October in order to be covered. Events that are not presented to the Board will have to purchase separate insurance to cover the event. To secure insurance, use the same exact name for the insurance policy as the name given to rent the facility.
- TTSD graduation events are not allowed in Washington State due to the Tort Claims Act in Washington.

Our goal is to help your schools have fun and safe activities, please do not hesitate to contact the Business Office with any questions at 503-431-4076.



Yes ✓



No ⊘



TULIP

Tenant User Liability Insurance Program



Sponsored by:



The *Tenant User Liability Insurance Program* allows community groups and others to buy low-cost special event insurance when using school facilities.

Many of the activities typically allowed on school grounds are covered by the TULIP program. Find out if your event is covered by following the instructions.

Any event not listed in the eligible activity list does not qualify for the Tulip program.

If there is any doubt about event eligibility, tenant users should call 800-507-8414.

Get a quote

www.onebeaconentertainment.com

Tenant Instructions

Go to www.onebeaconentertainment.com

Step 1

- Under TULIP-Event Insurance on the home page click, "purchase or quote"
- Enter your venue ID or search for the district, ESD, community college or charter school where the event will be held
- Choose the correct entity from the drop down list
- Click "next"

Step 2: Event details

- From the drop-down box choose the event or activity you are planning to hold
- Answer the questions that follow
- Provide information about your event: date(s), event name and number of attendees
- Click "get quote"

Step 3: Quote & Contact Information

- Your quote will be displayed based on the information you entered
- If you wish to proceed with purchase, enter your contact information
- Click "next"

Step 4: Review & Confirm

- Review your event information and check the statements at the bottom
- Click "complete"

Step 5: Pay and finalize

- Review the coverage summary and premium charges
- Choose "purchase coverage"
- A certificate of insurance will be e-mailed to you, the facility representative and PACE

Policy Information

- Insurer: Atlantic Speciality Insurance Company
- AM Best Rating: AXI
- Insured: Individual or group leasing school facility
- Additional Insured: School district, ESD, community college, charter school or other lessor
- Deductible: \$1,000 for third party property damage
- Policy Form: ISO Occurrence Commercial General Liability Form (CG 0001) including Premises/Products & Completed Operations, Personal/Advertising Injury, Contractual Liability, Host Liquor

Note: No-host liquor liability coverage can be included with an additional premium.

Coverage	Limit	Deductible
General aggregate	None	\$0
Products/Completed op	\$1,000,000	\$0
Each occurrence	\$1,000,000	\$0
Personal/Advertising injury	\$1,000,000	\$0
Fire damage	\$50,000	\$0
Medical payments	Excluded	

No-host liquor liability:

Aggregate	\$1,000,000	\$0
Each common cause	\$1,000,000	\$0

Process for Agreements Under \$10,000

An approved District agreement signed by either the CFO or Superintendent is **required** for any event, situation, or service being provided by an outside vendor. *(This includes individuals providing a small service, for example, you want to pay someone \$60 to give a tuba demonstration.)* See footnote for exception¹. Agreements are to be submitted to the Business Office and signed by the CFO or Superintendent **prior** to service or event taking place. Any documents requiring a signature must be signed by the Superintendent or CFO, even when using an approved vendor; any other persons that sign are placing themselves as personally liable. Please note that payment cannot be made to a vendor unless there is an approved agreement, including when payment is to be made with ASB, PSO, PTA or Booster Club funds.

**Please work with your school bookkeeper and/or Holly Warner on process and submission.

Service Agreement with a Sole Proprietor - under \$10,000

1. **Service Agreement with a Sole Proprietor** - this agreement is for small services being provided by a sole proprietor, such as a guest speaker or musician. Please fill out the Agreement, Independent Contractor Determination Form and W9 with the vendor. Vendor signature is required on the Agreement and W9.

- If the service provider will have direct unsupervised contact with students a full background and fingerprint check will be required. If you have already had this completed, please send the results/certificates with the agreement documents, if not please contact Amber Summers in the Business Office to discuss.

2. **Obtain a Certificate of Liability Insurance.** If the vendor as a sole proprietor does not carry commercial liability insurance, please collect a copy of the auto insurance card for the vehicle(s) that will be driven onto TTSD property. Lack of liability insurance will be reviewed on a case-by-case basis for approval. If the vendor does have commercial liability insurance please collect a Certificate of Liability Insurance with the requirements listed below.

Requirements:

- Tigard-Tualatin School District **must** be listed as the certificate holder **and** additional insured: Tigard-Tualatin School District, 6960 SW Sandburg Street, Tigard, OR 97224.
- Commercial General Liability: \$2,000,000/occurrence \$3,000,000/aggregate, Workers' Compensation: yes/statutory \$1,000,000 employer's liability, Automobile Liability: \$1,000,000, Professional Liability (\$2,000,000) may be required depending on type of service – all to be listed on certificate.
- If policy amounts are less than those listed above, Umbrella Liability can be used to cover the gap – include on certificate.
- On the rare occasion that the vendor does not carry Automobile Liability as part of their liability coverage, a copy of the current auto insurance card(s) is required for any/all vehicles that will be driving onto District property.
- Additional Insured Endorsement forms **must** accompany the certificate.

*Occasionally there can be certain exceptions to the insurance requirements, please contact [Amber Summers](#) in the Business Office to discuss.

3. **Principal/administrator approval** – Submit all documents to the principal/administrator for approval. Signature is required on the agreement.

4. **Submission to Business Office** – Give all documents to your school bookkeeper. They will send or email all documents to Amber Summers in the Business Office for initial review. If complete, the agreement will be presented

¹ If using one of the vendors from the current year's "District Approved Vendors List", there is already a contract on file and an additional agreement is not necessary.

to David Moore, CFO for final review, approval, and signature. A copy of the fully executed agreement will then be emailed back to the bookkeeper. **Please note that the vendor is not allowed to provide service until after the Agreement has been approved by the CFO or Superintendent and vendor cannot be paid unless there is a fully executed agreement in place.*

Personal/Professional Services Agreement - under \$10,000

1. Personal/Professional Services Agreement - this agreement is for personal/professional services under \$10,000. Please fill out the Agreement and W9 with the vendor. Vendor signature is required on the Agreement and W9.

- If the service provider will have direct unsupervised contact with students a full background and fingerprint check will be required. If you have already had this completed, please send the results/certificates with the agreement documents, if not please contact [Amber Summers](#) in the Business Office to discuss.

2. Obtain a Certificate of Liability Insurance. Collect a Certificate of Liability Insurance with the requirements listed below.

Requirements:

- Tigard-Tualatin School District **must** be listed as the certificate holder **and** additional insured: Tigard-Tualatin School District, 6960 SW Sandburg Street, Tigard, OR 97224.
- Commercial General Liability: \$2,000,000/occurrence \$3,000,000/aggregate, Workers' Compensation: yes/statutory \$1,000,000 employer's liability, Automobile Liability: \$1,000,000, Professional Liability (\$2,000,000) may be required depending on type of service – all to be listed on certificate.
- If policy amounts are less than those listed above, Umbrella Liability can be used to cover the gap – include on certificate.
- On the rare occasion that the vendor does not carry Automobile Liability as part of their liability coverage, a copy of the current auto insurance card(s) is required for any/all vehicles that will be driving onto District property.
- Additional Insured Endorsement forms **must** accompany the certificate.

*Occasionally there can be certain exceptions to the insurance requirements, please contact [Amber Summers](#) in the Business Office to discuss.

3. Principal/administrator approval – Submit all documents to the principal/administrator for approval.

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Tigard-Tualatin School District 23J PROGRAM OR ACTIVITY FUNDRAISING PROPOSAL

Any school-related community individual, group, organization or other who wishes to provide financial support and/or conduct fundraising on behalf of the district for designated programs or activities must submit this form and receive approval from Superintendent or designee prior to beginning any fundraising activity or expending/allocating funds.

Individual/Group/Organization Fundraising: _____

Contact Information: _____

_____ Separate federal tax ID: _____

Beneficiary school: _____ Beneficiary program/club/team: _____

Purpose for fundraising: _____

Type of fundraising: _____ Company/product: _____

Internet-based? Yes No Web address of internet site: _____
*(*If yes, attach contract/terms of service.)*

Projected fundraising amount: _____ Depositing into a Donation account ASB account

Anticipated date of deposit: _____ Expenditure period: _____ to _____

Will the district be required to provide an accounting of the expenditure of these funds? Yes No

Will District be expected to spend funds prior to the deposit of the fundraising proceeds? Yes No

If yes, explain: _____

Will proceeds be utilized to hire new staff? Yes No Will proceeds be utilized to increase FTE for existing staff? Yes No *If yes to either, explain:* _____

Was this event/activity included on the annual Parent Organization & Foundation Activity Report for Board consideration? Yes No Facility use approved through Operations/Facilities? Yes No

Is this fundraising to cover a service or capital project? Yes No *(* If yes, attach scope of work.)*

Is this fundraising for a capital project on district grounds? Yes No

(If yes, attach approved Operations Department Project Application.)*

Is this fundraising for a student trip? Yes No

If yes, 1) Has an Extended School-Sponsored Student Trip Proposal been submitted to the District? Yes No

2) Will fundraising will be a collective effort by the group and not tracked on an individual student basis? Yes No

3) Will fundraising be completed prior to the trip? Yes No

Form submitted by: _____ Date: _____

FOR OFFICE USE ONLY:

Internet-based contract/ terms of service Yes No Service or capital project scope of work Yes No
 Approved Ops Project Application Yes No Extended Field Trip Proposal submitted Yes No

SCHOOL ADMINISTRATOR: Approved Denied _____
 Administrator Signature Date

Approved for accounting to donor? Yes No

CFO or SUPERINTENDENT: Approved Denied _____
 District Signature Date