

School Support Organizations Guide



School District of Indian River County



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School District of Indian River County

Executive Summary

Cooperative Organizations

Internal Cooperative Organizations are booster clubs or other school-allied groups, **not** incorporated, as pursuant to the Florida Statutes guidelines. Cooperative Organizations shall account for all financial transactions through the school's internal accounts as mandated by School Board policy and State Board of Education rule.

External Cooperative Organizations are all cooperative organizations which maintain their own financial transactions and are not accounted for in the school's internal account. These organizations are considered school support organizations.

- Cooperative Organization References
 - Cooperative Organizations Excerpt from Internal Accounts Procedures Manual
 - External Cooperative Organization Checklist
 - Internal Account/External Cooperative Organization Information Registration Form
 - Cooperative Organization Annual Report
 - External Cooperative Organization Financial Findings Report
 - School Board Policy 6610 – Internal Accounts
 - School Board Policy 9211 – Parent Organizations, Booster Clubs, and other Outside Support Organizations

Facility Use Agreement

Activities held on SDIRC property by anyone associated with an entity that is not SDIRC, requires a Facility Use Agreement to be in place before the event may be held.

- Vendors providing goods or services on property require a formal agreement as per purchasing policies such when school pictures are held.
- School sponsored events such as academic clubs do not require a Facility Use Agreement unless an outside vendor is contracted for goods/services.
- Facility Use Agreement References
 - Facility Use Quick Reference
 - Facility Use Handbook
 - Facility Use Agreement
 - Hold Harmless Agreement
 - Special Events Insurance and Loss Prevention Guide
 - School Board Policy 7510 – Use of District Facilities

Volunteers

All prospective volunteers must complete an application and background check in accordance with Florida law. The Superintendent may require a Level 2 criminal background screening and screening pursuant to F.S. 435.12 for any other situation or activity deemed appropriate.

- Volunteer applicants who will work with students in a supervised manner (in sight of supervising staff) are required to complete a background check against the Florida Department of Law Enforcement (FDLE) sexual predator/sex offender registry. This process is completed at the school through the RAPTOR system.
- Volunteer applicants who will work with students in an unsupervised manner (out of sight of supervising staff) are required to pass a Level 2 criminal background screening pursuant to F.S. 435.12. All criminal records checks are conducted, through the Human Resources Department and a fee applies at the volunteer's expense. However, if the volunteer demonstrates financial hardship, a school source may be used to offset the expense if resources are available.
 - Fingerprinting initial cost = \$41.75
 - Optional 5-Year Retention Fee = \$24.00

Internal Accounts Procedures Manual

Cooperative Organizations

Cooperative Organizations

This is only an excerpt from the Internal Procedures Manual located with your bookkeeper or Administrative Assistant.

A. Types of Cooperative Organizations

The District recognizes and appreciates the time, effort, financial support and assistance that are provided to the students by Parent Organizations and Booster Support Organizations. Cooperation between schools, the District and these organizations is encouraged.

(1) Booster Clubs

A booster club is comprised mainly of a group of parents/guardians and/or other interested adult community members that join to form an organization to enhance and support a school program, activity, or athletic team through fundraising activities and services.

(2) Parent-Teacher Student Associations (PTA/PTSA) or Organizations (PTO)

Parent-Teacher Student Associations (PTA/PTSA) groups are not considered a booster club. These groups are considered a school-allied organization and are governed by the PTA/PTSA national bylaws and constitution.

Independent Parent-Teacher Organizations shall be considered a booster club and abide by booster club procedures.

The school principal has the responsibility of approving the activities of the PTA/PTSA/PTO groups. Membership of the PTA/PTSA/PTO groups consists mainly of parents, teachers, and other outside community supporters.

Note: Faculty and other school staff who are members of Cooperative Organizations, PTO or the PTA/PTSA should act mainly as liaisons between the organization and the school, and shall not be co-signers on checks, or be involved in the handling of money or merchandise for group fundraisers or events.

B. General Requirements

(1) Within 30 days of formation of the support organization or no later than August 31 of each year, all cooperative organizations associated with a school must complete an **Internal Account/External Cooperative Organization Information Registration Form (See Appendix A9)** and submit it to the principal. Upon first formation, the Cooperative Organization's Registration Form must be submitted to the School Board for approval. Once approved a copy of the registration form is to be submitted annually to the Internal Accounts Accountant in the Finance department.

(2) A list of the organizations officers for the current school year must be submitted to the Principal within 30 days of the organization's first business meeting.

(1) The superintendent will be informed in writing by a principal of any booster, school advisory, and/or special project. All organizations operating on behalf of the school, which obtain monies from the public, shall be accountable to the District for receipt and expenditure of those funds in the manner prescribed by the District.

Internal Accounts Procedures Manual

Cooperative Organizations

- (4) Cooperative organizations must have approved bylaws, or a Statement of Purpose and minutes of all meetings must be maintained with copies given to the principal or designee. The school principal has the final authority of approving all activities conducted by the organizations.
- (5) All cooperative organizations must comply with **The Jessica Lunsford Act. (FL Statue 1012.45) Non-Instructional** school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual personnel shall include any vendor, individual or entity under contract with the school board. (FL Statue 1012.465)

C. Recordkeeping

(1) Internal Organizations

All cooperative organizations, booster clubs or other school-allied groups, not incorporated, as pursuant to the Florida Statutes guidelines, shall account for all financial transactions through the school's internal accounts as mandated by School Board policy and State Board of Education rule. These organizations must have their financial records and documentation maintained by the school with all money deposited in the school internal fund accounts.

(2) External Organizations

All cooperative organizations which maintain their own financial transactions and are not accounted for in the school's internal account are considered school support organizations. It is not the intent of the School District to regulate these groups; however, the Board has a responsibility to hold accountable all organizations operating on behalf of the school and obtaining monies from the public.

The external school support organizations must adhere to the following guidelines.

- (a) The group will have an outside bank account separate from the school's internal account.
- (b) They are separate legal components from the school district and must maintain their own Taxpayer Identification Number (TIN) and sales tax exemption number. They may not use the TIN or sales tax exemption number of the school district.
- (c) Such groups are responsible for payment of taxes and compliance with IRS and state reporting and disclosure requirements.
- (d) Faculty and other school staff who are members of the external booster club or school-allied organization should act mainly as liaisons between the organization and the school. These individuals shall not be co-signers or officers (i.e., President, Vice President, Treasurer Etc.) of the organization or involved in the handling of money or merchandise for any fundraisers or events.
- (e) If an outside support organization chooses to pay for supplements of school district employees these supplements must be School Board approved and be paid through the District's Payroll Dept. The District maintains a list of approved salary schedules. The support organization must file all required reports to federal and state government and, if applicable, issue 1099's or W-2's.

Internal Accounts Procedures Manual

Cooperative Organizations

- (f) The School Board and the school assume no liability for lost and stolen funds. The booster club or support organization shall minimize student handling of such funds and follow all requirements of the district's financial policies and procedures and generally accepted financial practices.
- (g) All officers and individuals handling money or materials and having contact with our students must be registered volunteers with the School Board and screened pursuant to the Florida Jessica Lunsford Act.
All members are strongly encouraged to become registered volunteers of the school district. (FL Statutes 1012.465-.468)
- (h) For all approved school support organizations, the school must keep on record the following information for audit and the School Board. The school support organization must gather all information and send it intact directly to the Principal's attention. The Principal must sign off on the documents once reviewed.
 - i. Listing of the Board of Directors and/or Officers, approved Bylaws and Corporate Charter (See Appendix A10)
 - ii. Taxpayer Identification Number (TIN) and Sales Tax Exemption Number
 - iii. Copies of W-2s, 1099s and miscellaneous income reports filed to the IRS
 - iv. Florida Annual Report
 - v. List of check signers
 - vi. Proof of liability insurance
 - vii. Current year Proposed Budget
 - viii. Last year's financial report, audited if applicable, with detail of receipts, deposits and expenditures (See Appendix A11)
 - ix. Copy of appropriate annual state filing documents

Note: The Principal may delegate the task of maintaining the organizations documentation for the school. A checklist to assist the custodian of documents has been included in this manual. (See Appendix A12)

- (i) The District requires that external school support organizations incorporate the following guidelines into their bylaws:
 - i. Keep an itemized account of all monies collected and include two (2) signatures on verified monies collected forms.
 - ii. Keep an itemized account of all expenditures and include two (2) signatures on each check or two (2) signatures on each invoice.
 - iii. Retain all documentation for each bank transaction.

Note: A checklist for Officers of the External Cooperative Organizations is included in this manual to assist them in forming the organization and providing the required information to the schools. (See Appendix A13)

The external school support organization is required to provide annual financial information as of June 30 to the District as outlined below.

Internal Accounts Procedures Manual

Cooperative Organizations

(1) Annual Expenditures or Expenses of \$100,000 or More

School support organizations with annual expenditures or expenses of more than \$100,000 shall provide for a financial audit of its accounts and records at no expense to the school district. This shall be conducted by an independent certified public accountant in accordance with rules adopted by the Auditor General pursuant to FL Statue 11.45(8) and the Commissioner of Education. FL Statues 11.45(8) requires that the audit expresses an opinion of the fairness with which the financial statements are presented in conformity with generally accepted accounting principles and whether operations are properly conducted in accordance with legal and regulatory requirements. In addition, the audit must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Board of Accountancy. The audit report shall be submitted to the Board and the Auditor General within 9 months after the fiscal year ending June 30. The identity of donors and all information identifying donors and prospective donors are confidential and exempt from the provisions of FL Statue Chapter 119.07(1) and that anonymity shall be maintained in the auditor's report. All other records shall be considered public records for the purposes of **FL Statue Chapter 119 Public Records**. (FL Statue 1001.453(4))

(2) Annual Expenditures or Expenses of \$10,000 - \$100,000

School support organizations with annual expenditures or expenses of more than \$10,000 and less than \$100,000 may have a financial committee responsible for the oversight of their financial records. The financial committee must include at least two individuals that are independent from the day-to-day financial activities of the organization. At the end of the fiscal year, the financial records will be verified for accuracy and completeness by the committee and a Report of Findings prepared and signed by the committee members will be made available. Financial statements, including a balance sheet and income statement, signed by the president and treasurer of the school support organization, along with the signed Report of Findings shall be submitted to the school Principal by August 31. A sample Findings Report is included in this manual. (See Appendix A11)

(3) Annual Expenditures or Expenses of \$10,000 or Less

School support organizations with annual expenditures or expenses less than \$10,000 may submit an annual financial statement and report to the principal by August 31. A sample Cooperative Organization Annual Report form is included in this manual for use in reporting income and expense information. (See Appendix A10)

Indian River County School District External Cooperative Organization Checklist

- Complete an **Internal Account/External Cooperative Organization Information Registration Form** within 30 days of formation, or no later than August 31, and submit it to the school Principal.
- Provide the school Principal a copy of the following information:
 - Approved Bylaws and Corporate Charter
 - Copies of W-2s, 1099s and miscellaneous income reports filed to the IRS
 - Florida Annual Report
 - List of check signers
 - Proof of liability insurance
 - Current year proposed budget
 - Last year's financial report, audited if applicable, with detail of receipts, deposits and expenditures
 - Copy of appropriate state filings
- An itemized account of all monies collected is maintained and two signatures are required on verified monies collected forms.
- An itemized account of all expenditures is maintained and two signatures are required on each check and/or invoice.
- Documentation of each bank transaction, deposits, withdrawals and checks, are maintained.
- A single bank account is open and maintained.
- Only elected officers who are not related or living in the same house are authorized to sign checks. Employees of the school are not authorized to sign checks drawn on the bank account of the Support Organization at that school.
- Obtain a Federal Tax ID number. The Support Organization may not use the school board's sales tax exemption number or any other number assigned to the school board.
- IRS form 1099s and W-2s are issued and filed, if applicable.
- Sales tax returns have been filed and tax due has been paid by the Support Organization, if applicable.
- Annually obtain approval from the school Principal to use the school name, mascot, logo or trademark. The Principal may revoke this privilege at any time during the year and will notify the organization in writing regarding the reason for the revocation.
- All officers/directors, individuals handling money or materials and having contact with students are registered volunteers with the School Board and screened according to the

Jessica Lunsford Act. All members are strongly encouraged to become registered volunteers.

- Prior to the start of all fundraisers, complete an **Approval for Fund-Raiser Permit/Activity Permit/Profit and Loss Statement** and have it approved by the school Principal.
- Fundraisers conducted by External Support Organizations must be clearly identified as such and not a fundraiser of the school. They must comply with all Internal Account Procedures for fundraising activities.
- At the end of the fundraiser, complete the **Fund-Raiser Profit/Loss Statement** and submit and copy to the school Principal.
- Approved supplements paid to school district employees are School Board approved and paid through the District Payroll Department.
- Financial information as of June 30 is submitted to the school Principal by August 31. See the Internal Accounts Procedures Manual for specific reporting requirements.

**School District of Indian River County
Cooperative Organization Annual Report**

This form is to be submitted to the Principal no later than August 31.

Name of Organization _____

Federal Tax Identification Number _____

School _____ School Year _____

Officers

Name _____ Position _____

Home # _____ Work# _____

Address _____

Name _____ Position _____

Home # _____ Work# _____

Address _____

Name _____ Position _____

Home # _____ Work# _____

Address _____

Name _____ Position _____

Home # _____ Work# _____

Address _____

Financial Information

Beginning Bank Account Balance(s) (Include all accounts) \$ _____

Total Funds Raised During the Year \$ _____

Expenses (Description: equipment, materials etc.)

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

5. _____ \$ _____

Total Expenses \$ _____

Ending Bank Account Balance(s) \$ _____

Report Completed By _____ (signature)

_____ (print name)

Contact Information: _____

External School District of Indian River County External Support Organization Financial Findings Report

Name of Organization _____

Federal Tax Identification Number _____

School _____ School Year _____

The financial records of this External Support Organization will be verified for accuracy and completeness by a financial committee consisting of individuals who are independent from the day to day operations. The criteria below will be used in the evaluation.

- Bank statements and reconciliations were accurate and prepared on a timely basis. All reconciling items were cleared in the following month.
- Cash receipts were deposited on timely basis.
- Collection documentation, cash receipts from the bank and cash receipts recorded in the financial records were in agreement.
- All monies collected documentation contained two signatures
- Cash disbursements were properly documented with invoices, receipts or approved expenses.
- Checks were signed by authorized individuals.
- Checks are properly sequenced and accounted for. There are no missing checks.
- Check stock is maintained in a secure location.
- All invoices and/or checks contain two authorized signatures.
- Periodic meetings were held, minutes kept and approved by the organization members.
- Periodic Treasurer's financial reports were reviewed and verified for accuracy.
- Procedures established for handling funds have been followed.
- Income from sales, dues or any other sources have appropriate backup. The total amount collected agrees to the amount deposited into the bank.
- Income and expenses have been recorded in the proper accounts.
- Adjustments to accounting ledgers are legitimate and properly documented and authorized.
- All applicable sales tax has been paid.

- All applicable IRS forms have been prepared and filed (1099s, W-2s, 990, 990-EZ, 990-N etc.)
- Fundraiser applications have been prepared and approved for all fundraisers held. Income and expense has been properly calculated and traced to supporting documentation (number of tickets sold, inventory sold etc.).

We, the undersigned individuals, have reviewed the financial records of this External Support Organization based on criteria listed above. We have found no material exceptions and feel the financial statements are accurate and fairly report the income and expenses of the organization.

Signature/Title

Date

Signature/Title

Date

Signature/Title

Date

Signature/Title

Date



Book	Policy Manual
Section	6000 Finances
Title	INTERNAL ACCOUNTS
Code	po6610
Status	Active
Adopted	August 13, 2013

6610 - INTERNAL ACCOUNTS

SCHOOL INTERNAL FUNDS DEFINED

School internal account funds are those school level accounts holding funds collected and used by a school to promote student and school related activities at the school which may not be budgeted at the District level. Also called school activity funds, these monies are local funds used to supplement District revenues to provide additional educational benefits or designated to benefit in some way the students at the school. Internal accounts are further defined in Florida State Board of Education rules and the *School District of Indian River County Internal Accounts Procedures Manual*. All employees and agents of the School District are required to deposit, account for, and expend internal account funds in accordance with the requirements of this policy, State Board of Education rules, and procedures developed by the Superintendent, including the *Internal Accounts Procedures Manual*. A failure to abide by any requirement imposed by this policy with respect to internal funds may result in discipline of an employee up to and including termination from employment, and such other penalties as may be provided by law for the violation.

AUTHORIZATION

The rules governing the operation of school internal accounts are set forth in the following:

- A. School District of Indian River County Internal Accounts Procedures Manual;
- B. Department of Education Financial and Program Cost Accounting and Reporting Manual (Red Book);
- C. State Board of Education Rules of the Florida Administrative Code;
- D. Florida statutes;
- E. Federal laws and regulations; and
- F. Other legal requirements as applicable.

All employees and agents of the School District are required to abide by the requirements set forth in this policy with respect to handling internal accounts and internal account funds. A violation of any of these authorities may result in disciplinary action up to and including termination from employment and such other penalties as may be provided by law for the violation.

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

The Superintendent shall be responsible for the administration and control of internal funds of the District school system. The Board shall authorize the Superintendent to adopt written procedures in accordance with the authorities listed in Board policies. The Superintendent shall periodically report to the Board with respect to the maintenance of internal funds and shall report violations with respect to the internal funds and internal fund accounts that are discovered by District staff or agents acting on behalf of the District.

GENERAL PRINCIPLES AND OPERATIONAL RESPONSIBILITIES

- A. The school internal funds shall be maintained on an annual fiscal year basis which is the same as the School District and utilize software provided or recommended by the Superintendent or designee.

- B. The principal of the school shall be responsible for all school financial transactions affecting the school internal accounts including but not limited to the safe and proper handling of all monies collected and disbursed, safeguarding of assets, and maintenance of all accounts and records in accordance with District policies. The internal account funds shall be maintained utilizing industry recognized accounting principles and required account coding as defined by the State of Florida and the Board. Also, schools will be expected to comply with best business practices and maintain proper internal controls to safeguard District assets. *The Indian River School District Internal Accounts Procedures Manual* will document required standardized procedures so that District schools will maintain consistent record keeping and expedite the audit function.
- C. School internal accounts are intended and authorized for the use of school activities to promote the general welfare of students and shall not be used for any personal purpose.
- D. Procedures that govern specific areas of operation administered through the school internal accounts will be outlined in *The Indian River School District Internal Accounts Procedures Manual*.

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Legal F.S. 120.536, 120.54, 120.81, 1001.41, 1001.42(17), 1001.43, 1001.49, 1001.51
 F.S. 1011.18
 F.A.C. 6A-1.085, 6A-1.087



Book	Policy Manual
Section	9000 Community Relations
Title	PARENT ORGANIZATIONS, BOOSTER CLUBS, AND OTHER OUTSIDE SUPPORT ORGANIZATIONS
Code	po9211
Status	Active
Adopted	August 13, 2013
Last Revised	September 24, 2019

9211 - **BOOSTER CLUBS, AND OTHER OUTSIDE SUPPORT ORGANIZATIONS**

The School Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students and/or provide extra educational benefits not provided for, at the time, by the Board.

Booster Clubs and Other Outside Support Organizations

Outside support organizations include, but are not limited to, parent organizations, booster clubs, and any other support organization.

For purposes of this policy, outside support organizations are defined as any registered Florida non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs. Outside support organizations shall obtain their own tax identification number and submit their W-9 and bylaws to the principal for review and approval.

The Board recognizes that individuals may wish to establish an outside support organization to promote and enhance the educational experiences of, as well as co-curricular and extra-curricular activities, for District students. However, in using the name of the District or any of its schools and in organizing a group whose identity derives from (a) school(s) of this District, the outside support organization must share responsibility with the Board for the welfare of the students who will benefit from the outside support organization's fund-raising activities. Therefore, any outside support organization desiring the use the good name of the District, as well as any logos or other insignia or emblems associated with and/or used to identify the District, school(s), and/or school-sponsored programs and activities, must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved outside support organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join outside support organizations in their related area(s) of specialization or interest.

The Board will not tolerate any undue pressure, harassment, or intimidation designed to coerce parents or teachers into membership in one (1) organization as opposed to another.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Insurance

Outside support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out their activities.

Outside support organizations shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the outside support organization and Board against claims for damage or injury resulting from any act or omission the outside support organization. The amount of insurance coverage shall not be less than \$1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

Nondiscrimination

Outside support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. Outside support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability (including HIV, AIDS, or sickle cell trait), marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.

Financial Requirements

By the end of each year, each outside support organization shall submit its participation requirements, dues, fees, tentative goals, and objectives and fund-raising plans for the next school year to the principal for review. Should an outside support organization propose a change to these submittals during the school year, the principal shall be advised before any final revisions are made. This information shall be made available on the school's website at the beginning of each school year.

School employees and Board-approved school volunteers may not be directly compensated in any manner by outside support organizations.

Outside support organizations shall permit the Board to review all financial books and documentation upon request, and shall conduct a financial audit upon request of the Board.

In addition, outside support organization must produce the following documents to the superintendent upon request:

- A. A determination letter from the Internal Revenue Service that verifies the organization is a tax-exempt organization in good standing as described in Section 501(c)(3) of the Internal Revenue Code (if applicable).
- B. A copy of the articles of incorporation or amended articles of incorporation on file with the Florida Department of State, Division of Corporations (if applicable).
- C. A copy of any filing with the Florida Department of State, Division of Corporations and the Florida Department of Agriculture and Consumer Services (if applicable).
- D. A copy of the outside support organization's Bylaws and any amendments or any other governance documents.
- E. A current list of names, addresses, and titles of each officer. No employee of the District may be an officer of the booster organization in order for the organization to obtain Board recognition.
- F. A description of the projects or activities the outside support organization intends to undertake during the ensuing school year and the objective and goals of such projects or activities.
- G. The outside support organization's balance sheet together with an accounting of the outside support organization's income and expenses for the preceding calendar year.
- H. Copies of State and Federal tax reports for the most recent year, as well as copies of any audit reports.

The activities of outside support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any outside support organization governed by this policy. The School District tax identification number shall not be used for outside support organization purchases.

School-Based Organizations

School-based organizations include, but are not necessarily limited to, clubs, classes and departments, and other school-sponsored groups.

All fund-raising activities must be approved by the principal. The financial transactions of each school organization shall be accounted for in the school internal funds. All funds handled by Board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the District-level accounting system. All school organizations, or organizations operating in the name of the school, that obtain money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the Board, a school-based, direct-support organization as defined under F.S. 1001.453 may have all financial transactions accounted for in school internal funds.

Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements if authorized by Superintendent.

Student participation in fund-raising activities shall not be in conflict with the program as administered by the Board and shall be in compliance with Policy 5830 - *Student Fund-Raising*, Policy 6605 - *Crowdfunding*, and Policy 6610 - *School Internal Funds*.

Fund-raising activities by a school, by any group within a school, or in the name of a school shall not conflict with programs as administered by the Board.

Funds collected shall be expended to benefit students of the particular school raising funds unless those funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds or the student body. Those internal account funds designated for general purposes shall be used to benefit the student body.

Collecting and expending of school internal account funds shall be in accordance with Chapter 8 of the Financial & Program Cost Accounting & Reporting for Florida Schools, Red Book 2014. Sound business practices shall be observed in all transactions.

Each school organization shall be subject to audit upon request by the District. Audits may be conducted by the District at the District's expense or the school organization may hire an outside CPA to conduct the audit at its expense.

Fund-Raising

The time, date, purpose, location, and conduct of all fund-raisers shall have prior approval of the administration. Outside support organizations are encouraged to communicate their preferred activity dates to the administration as soon as possible as consideration for dates and facilities will be given on a first-come, first-served basis.

Proceeds from outside support organizations fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

Donations from outside support organizations must be made in accordance with Policy 7230 and any accompanying procedures. Donations shall become the property of the Board and used in a manner determined by the Board, in accordance with its policies, procedures, and Florida law.

Outside support organizations shall comply with Board Policy 6605 on crowdfunding and accompanying administrative procedure.

For any fund-raisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA *Nutrition Standards for the National School Lunch and School Breakfast Programs*, the USDA *Smart Snacks in Schools* regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA *Dietary Guidelines for Americans* and the USDA *Smart Snacks in Schools* regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, administration, and any approved outside support organization. The Board may revoke formal recognition of any support group that fails to comply with these rules:

- A. The Board relies upon approved outside support organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.
- B. In addition to parents, membership should be made available to District staff and members of the community.
- C. Outside support organizations shall work in cooperation with the principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.
- D. Outside support organizations are encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.
- E. Outside support organizations must abide by the policies and procedures established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the Superintendent.

Revised 3/24/15

Revised 7/28/15

Revised 1/23/18

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Legal

7 C.F.R. 210.11

42 U.S.C. 1779

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1010.01

F.S. 1010.20

F.S. 1011.07

F.A.C. 5P-1.003, Responsibilities for the School Food Service Program

F.A.C. 6A-1.001, District Financial Records

F.A.C. 6A-1.087, School Board Responsible for Internal Funds

F.A.C. 6A-1.091, Purchases from Internal Funds

Chapter 8, Financial and Program Cost Accounting and Property for Florida Schools, 2014



Facility Use Quick Reference

Activities held on SDIRC property require a Facility Use Agreement to be in place before the event may be held.

Anyone on campus associated with an entity that is not SDIRC must complete the Facility Use Agreement. For example, PTA, Booster Clubs, Big Brothers, Big Sisters, Girl and Boy Scouts and other community organizations. Individual groups of people such as churches and basketball pick-up games are required to complete the agreement. When in doubt, call Risk Management for assistance.

Vendors providing goods or services on property require a formal agreement as per purchasing policies such when school pictures are held.

School sponsored events such as academic clubs do not require a Facility Use Agreement unless an outside vendor is contracted for goods/services.

Request to utilize SDIRC property must originate with the school principal and or their designee. School leaders determine which events may or may not be held on their campus.

The Facility Use Handbook can be found on the SDIRC portal under handbooks.

Complete the following forms found in the handbook and submit them to Risk Management by email for approval.:

1. Facility Use Agreement
2. Hold Harmless Agreement
3. Certificate of Insurance

The Risk Management team is readily available to be of assistance. We can be reached by phone at extension 3129/3130 or send us an email at Dist.CO.RiskManagementIncidents@indianriverschools.org

Facilities Use Handbook



Department of Finance 2022-23 Risk Management

Version 4.0 02.01.2023
Policy Number [9211](#), [7510](#) [7430](#)

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Facility Use Policy and Procedures

Overview: Individuals and groups that meet on District property must complete the Facility Use procedures to reduce liability as per school board policy.

Schools shall submit to the following documents as identified in this handbook to the Office of Risk Management at Dist.CO.RiskManagementIncidents@indianriverschools.org

1. Request for Facility Use Agreement - Attachment One, page 10.
2. Hold Harmless Agreement – Attachment Two, page 11.
3. Evidence of Insurance – Certificate of Insurance, page 13.
4. Payment of Fees – pages 6 & 7.

School Board Policy

7510 - USE OF DISTRICT FACILITIES

The School Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Users shall abide by all District procedures and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Emergency Management Operations of Indian River County to establish a disaster preparedness plan in order to provide that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative procedures for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

General Instructions

5. When preparing to schedule an event, the following information will be necessary:
 - a. Title of the Event.
 - b. School, specific location or rooms requested.
 - c. Dates intended for use and times.
 - d. Anticipated number of attendees.
 - e. Name, address and e-mail address of User organization.
 - f. Certificate of Liability Insurance (see Exhibit A, Insurance Clause.)
 - g. Current Tax-Exempt Certificate 501 (c)(3) (if applicable).
6. Request for an event must be made a minimum of **five (5) business days** in advance and no greater than **three (3) months** prior to the event. **Recurring events shall not exceed the school year.**
7. Submit required documents to the Risk Management Department for approval.

To Schedule a Request

8. Review the Indian River School Board, 'Facilities Use Handbook'.
 - a. Ensure that the requirements to use the facilities as outlined are met.

- b. Identify which User Group is applicable to the event.
- c. Contact the school Principal and or the Site Administrator preferably by email to request the Use of the Facility.
- d. Determine if the facilities are available for the dates of the event.
- e. Provide the requirements and documents as identified herein to the Site Administrator.
 - I. Fully Executed Facility Use Agreement: Attachment One.
 - II. Vendor signed Hold Harmless Agreement: Attachment Two.
 - III. Vendor's Certificate of Insurance: Exhibit One.
- f. The Site Administrator will facilitate the Risk Management approval.

Authority to Grant Use of School Facilities

School property, facilities and equipment are intended primarily for school educational purposes and for the benefit of students. No other use shall interfere with these purposes. School facilities may be made available for community use under the following guidelines and upon approval of the insurance requirements by the Office of Risk Management.

Responsibilities of Principal / Site Administrator:

1. Determine if proposed use of property, facilities or equipment is consistent with Indian River County School Board Policy 7510 and suitable for the facilities to be used.
2. Determine if dates of proposed use conflict with School Board sponsored activities.
3. Determine the Category classification for the Organization. See the category descriptions on page 5 of this handbook.
4. It is within the Principal's discretion to waive the rental fee if the organization is a non-profit and/or the use is for an educational benefit to students, however the required administration fee and minimal fee should be charged for supervision and custodial cleanup. Any for profit user should have the rental cost applied appropriately for the facility use activity.
5. Calculate the charges for use of school facilities. See the facility fee schedule on page 6 & 7 of this handbook.
6. Request references if applicable.
7. Official school booster clubs, parent organizations, and any other student-based support organization are also required to abide by these procedures. Reference School Board policy 9211.
8. Refuse to grant the use of any property, facilities or equipment when the organization or the proposed use fails to comply with School Policy 7510 or where an organization's prior use of school facilities in this or other school Board has been unsatisfactory.
9. Terminate the use of any Board property, facilities or equipment whenever the organization fails to comply with any condition for use.

10. Complete the 'Request for Facility Use form' – Attachment One.
11. Prepare and submit the following documents to the Office of Risk Management.
 - a. Fully executed 'Request for Facility Use' together with any other contract/agreement for use. (Attachment One).
 - b. Fully executed 'Hold Harmless Agreement'. (Attachment Two).
 - c. Certificate of Insurance(s). Reference Exhibit A. Insurance Clause
 - d. Sales Tax Exemption Certificates, if applicable.
 - e. Occupational License, if applicable.
 - f. Payment – Check or Money Order.

Collection Procedures:

12. Check or money order, made out to: School Board of Indian River County.
 - a. Administrative Fee: **An Administrative Fee will be charged for ALL rentals**, and Split 50/50 with the Board and School/Department.
 - b. Rental Fee: Use of School Property.
 - c. Facility Supervision Fee: Outside of normal school hours, a school resource official must open and close facilities, if applicable.
 - d. Custodian Fee: Preparing facility before/after event (move equipment, tables, chairs, clear restrooms, etc.)
 - e. School Resource Officer or Law Enforcement Fee: Required as per crowd management/traffic control requirements.
 - f. Multi-Purpose Room Fee: Per room up to 3 hours, \$15 an hour for each additional hour, or portion, therefore.
 - g. Other Fees (if applicable): Food Service Fee, Utility Fee
 - h. Sales tax, if applicable, will be charged according to the current rate defined by State Sales Tax Rate for Rental/Lease/License to Use Real Property. Contact Finance Department for current annual rate.
13. Submit required documentation (see item 11 a-f) to the Risk Management Department for approval and processing:
 - a. Email address: Dist.CO.RiskManagementIncidents@indianriverschools.org
 - b. Risk Management will approve Request for Facility Use and forward documents to Finance Staff.
14. Finance will process payment, issue receipt(s) and any reimbursement to the School/Department.
15. Principal/Site Administrator in conjunction with the Office of Risk Management must approve all facility use requests before the User's event.

User Group Definitions

Definitions	
Group 1	School-Based Organizations Those volunteer organizations focus on school success, including school-based events, booster clubs, and parent-teacher organizations or associations and any officially approved SDIRC Wellness Program activity.
Group 2	Tax Exempt Organizations 501 (c)(3) non-profit, as defined by the Internal Revenue Service and whose presence benefits the students, the school Board, community interests, and are consistent with the educational mission of the school Board.
Group 3	Outside Organizations Those organizations (including private or commercial) whose presence benefits the students, school Board, community interests and are consistent with the educational mission of the school.

Fee Schedule

1. **Administration Processing Fee:** \$100.00 per Facility Use Request
2. **Facility Supervision Fee (outside normal school hours):** \$45.00 per hour
3. **Event Custodian Support** \$235.00 per hour
4. **School Resource Officer or Law Enforcement Officer Fees:** \$40.00 per hour
5. **Multi-Purpose Room Fees:** \$50 per use room up to three hours.
\$15 for each additional hour or portion thereof after three hours
6. **Rental Fees:** \$30.00 per hour

7. Facilities fees as per the following:

a. Auditoriums:	Seating	Rent
Sebastian River High School	1,080	\$2,000.00 24 hrs. All Inclusive
Vero Beach High School	1,012	\$2,000.00 24 hrs. All Inclusive
Freshman Learning Center	494	\$400.00
Sebastian River Middle School	421	\$400.00
Gifford Middle School	421	\$400.00
Oslo Middle School	421	\$400.00
Storm Grove Middle School	421	\$400.00

b. Gymnasiums	Seating	Rent (4 hrs) (6 hrs)	
Vero Beach High School (Witt Gym)	2,000	\$500	\$750
Vero Beach High School (Small Gym)	200	\$300	
Freshman Learning Center	700	\$150	
Sebastian River High School	1,618	\$500	\$750
Gifford Middle School	600	\$400	
Oslo Middle School	600	\$400	
Sebastian River Middle School	1,000	\$400	
Storm Grove Middle School	600	\$400	\$850

c. Football Stadiums	Seating	Rent (per event)	With Lights
Vero Beach High School <i>Citrus Bowl</i>	7,000	\$3,000	
Sebastian River High School <i>Shark Stadium</i>	2,500	\$2,500	
Baseball and Softball Stadiums:			
Vero Beach High School	\$500	\$750	
Sebastian River High School	\$500	\$750	
Fenced/Gated Soccer Fields: 6 hours			
	Rent-No Lights	Rent-With Lights	
Vero Beach High School	\$100	\$250	
Sebastian River High School	\$100	\$250	
Cafeteria/Kitchens			
	Café	Café & Kitchen	
Secondary	\$220	\$420	
Elementary	\$170	\$370	

Refunds

The facility requestor is eligible for a refund only if the facility Administrator is notified within 15 days of the event.

Technical Equipment

The use of classroom equipment (computers, printers, copiers, document cameras and LCD projectors) are not authorized.

Playgrounds and Open Fields

Although playgrounds and open fields are not assessed a fee, their use must be scheduled and approved in advance. Once approved, they may be used after school hours until sundown. Individuals using these facilities assume responsibility for any risk of injury or property damage. Individuals/Organizations using these facilities must fill out the Facility Use Request Form, *provide a Certificate of Insurance* and complete the Hold Harmless Statement. Restrooms will not be made available.

Keys

Keys may NOT be issued to anyone outside of school officials. Opening/closing procedures for all facility Users must be provided by an authorized school official.

Terms and Conditions

- a) **User Agreement:** User must agree to the Terms and Conditions as set forth by the Superintendent as evidenced by signature on the Facility Use Agreement. If the Terms and Conditions are not adhered to, the User will be denied use of the facility.
- b) **School Board Policy:** Reference policy 7510 and 7217.
- c) **Board Staff:** Indian River School Board employees may need to be hired for event to provide access to our facilities, as they possess knowledge of security systems and can contact security in the event of an emergency. Additionally, Crowd Control Managers are required for highly attended events.
- d) **Supervision:** User shall at all times provide sufficient supervision of its activities to ensure the safety and protection of its participants and school Board property. The School Board may require additional supervision to be paid by User, including Security Personnel, as deemed appropriate by Principal/site Administrator. Unsupervised minors (persons under the age of 18) are not permitted at the User's Event(s).
- e) **Conduct.** The User and guests shall not interfere with the regular use of the building and adjacent areas by the public or other facility guests. Excess noise or other disruptive behavior is prohibited.
- f) **Right to Cancel:** In all circumstances, the School Principal reserves the right to cancel an event at any time. The User may cancel the event at any time. Refunds are limited to 15-day advanced notice.
- g) **Scheduling:** Events must be scheduled a minimum of (5) business days prior to the event date to ensure time for processing. Requests less than 5 days in advance will be declined. Requests must be made no greater than (3) months in advance of the event date. Recurring events shall not exceed the school year.
- h) **Payment:** The User Fee payment must accompany the Request for Facility Use. If the request is denied, the payment will be returned in full. At no time shall an event be held that has not been paid for.
- i) **Refunds:** If the Facilities User desires to cancel the event, they must notify the Site administrator no later than 15 days before the event to receive a refund.
- j) **Insurance:** See Exhibit A.
- k) **Alcohol:** No alcoholic beverages may be sold, consumed, possessed or brought on to School Board property.
- l) **Responsibility:** User shall follow and enforce all Indian River County School Board rules and policies; Users are responsible for their employees, volunteers, invited guests and participants. The use of or possession of any firearm, form of tobacco, illegal drugs, alcohol, obscene materials or acts is prohibited. Profane language, gambling and/or violence are prohibited.
- m) **Food Service:** Notify the Site administrator well in advance, if service equipment or kitchens are required, as it is mandatory to have Board Food Service staff present. Indian River County School Board requires the presence of a Food Service employee when school kitchens and equipment are used. Outside food or beverages may be used upon written approval of the School Food Service Director or designee.

- n) **Clean Air Act:** Enforce the Indian River County School Board's Policy 7434 CI
- o) Clean Air Act/Tobacco Free Environment.
- p) **Discrimination:** Enforce the Indian River County School Board's Policy 2260 and 1122 prohibiting discrimination on basis of race, religion, national origin, sex, age, marital status or disability.
- q) **Sales Tax:** The User must pay the rental sales tax as set by the finance department. NOTE: A Federal Tax Exemption number does not apply to State of Florida Sales Tax Exemption.
- r) **Sublet:** The User may not sublet any part of the facility or premises to another person or entity.
- s) **Background check:** Complete a minimum Level 1 background screening on all employees and volunteers within the organization. Background documentation must be kept for a minimum of five (5) years and be provided to Board staff if it should be requested at any time.
- t) **Advertising:** The User shall comply with School Board Policy 9700.01 - Advertising and Commercial Activities, General Advertising Guidelines. The User may not advertise the School Board endorsement in any manner.
- u) **Equipment** or material owned by the school Board may not be used or moved without written approval from the Principal/Site Administrator. If approval is granted, the User will be assessed a fee for any damage of School Board equipment or material.
- v) **Special Equipment. The School Board** assumes no responsibility for equipment used at the Event which is supplied by the User or any other party. The School Board reserves the right to approve equipment and equipment providers.
- w) **Board property** shall not be used to store equipment or supplies brought in by non-Board organizations unless previously requested and approved in writing by the Principal/Site Administrator.
- x) **Facility Condition:** The facility shall be cleaned and restored to the condition in which it was provided unless other arrangements are expressly approved in writing by the Principal/Site Administrator. All necessary cleanup, repair, and restoration of property to its condition prior to use or access, shall be the User's responsibility. Failure to do so will result in an additional charge for custodial service based on the school Board's need for school readiness.
- y) **Limited Use:** All persons using the School Board's facility pursuant to the Facility Use Request shall confine themselves to the area of the facility to which temporary use has been granted.
- z) **Maximum Capacity:** Maximum Capacity as set forth by the Board Fire Marshall may not be exceeded.
- aa) **No Endorsement:** Use of the facility by User does not constitute or imply the endorsement or recommendation of User by the School Board, nor is it intended as an endorsement or recommendation by the School Board of any views expressed by User.
- bb) **Additional Charges for Security/Police.** The School Board policy shall solely determine and control security arrangements for the Vent including, but not limited to, the type and number of security personnel and placement and use of security personnel. The cost of such services shall be paid by the User in accordance with the established fee schedule.
- cc) **Vehicle Parking/Unloading.** User and its guests must abide by all School Board parking/traffic requirements, including but not limited to passenger and equipment loading and unloading regulations, observance of authorized parking locations must be strictly adhered. Parking in unauthorized areas is strictly prohibited.
- dd) **Animals.** Except for animals certified to assist disabled persons, animals are prohibited on School Board property by the User.
- ee) **Bare Feet.** Bare feet are prohibited in the building(s) and on the grounds of School Board property.
- ff) **Weapons.** User and its guests are prohibited from bringing weapons or firearms into School Board facilities *or on any School Board properties*. School Board policy 7217 applies to all uses of facilities and grounds.. School Board policy 7217 applies to all uses of facilities and grounds.

-End Terms and Conditions-

Request for Facility Use Agreement: Attachment One

School/Facility:	Room/Location	
Name of Event:	Purpose of the Event	
Organization: Name	Contact Person: Email address:	
Address	City/State/Zip	
Organization phone:	Contact cell phone:	
Time of event:	Time of the Event	Start am/pm End am/pm
Recurring Use? Yes/No	Recurring Schedule	
Recurring Event:	This Agreement shall be in effect commencing on _____ and shall continue through _____, unless terminated in writing sooner.	
Received by: School official:	Received date:	

USER CATEGORY 1 SCHOOL BASED ORGANIZATION Those volunteer organizations focus on school success, including school-based events, booster clubs, and parent-teacher organizations or associations and any officially approved SDIRC Wellness Program activity.

USER CATEGORY 2 TAX EXEMPT ORGANIZATION 501 (c)(3) non-profit, as defined by the Internal Revenue Service and whose presence benefits the school Board, community interests, and are consistent with the educational mission of the school.

USER CATEGORY 3 OUTSIDE ORGANIZATION Those organizations (including private or commercial) whose presence benefits the students, school Board, community interests and are consistent with the educational mission of the school.

Fee Schedule	Amount	Description/Details/Funding Strip(s)	\$
Administrative	\$100.00	Processing Fee District 50% 9001.100.3425.1575	50.00
		Mandatory-per request School 50% XXXX.100.3425.1575	50.00
Rental Fee	\$25/hour	Rental Fee School 100% XXXX.100.3425.1575	\$
Facility Supervision	\$45/hour	Outside of normal school hours, a school Official must open and close facilities if applicable. 9001.100.3495.1575.	\$
Custodian Fee	\$35/hour	Preparing facility before/after event (move equipment, tables, chairs, clean restrooms, OPEN/CLOSE BUILDING etc.) School XXXX.00.7900.1010.1999	\$
School Resource Officer or Law Enforcement	\$35/hour	Required as per crowd management/traffic control requirements. District 9001.100.3495.1599	\$
Multi-Purpose Room	\$50	Per room up to 3 hours, \$15 an hour for each additional hour, or PORTION THERE of: School XXXX.100.3425.1575	\$
Food service fee	\$	Reference Fee Schedule School XXXX.410.3495.4999	\$
Utility Fee	\$	Reference fee Schedule District 9001.100.3495.1575	\$
Other-Facility Fees	\$ Per Manual	Other District 9001.100.3495.1575	\$
Sales Tax		6.5% District 9001.100. .1999	\$
TOTAL DUE		TOTAL DUE	\$

USER ACKNOWLEDGEMENT AND AGREEMENT: I, as official user of the facility as indicated above, have read and hereby agree to the "Responsibilities of User/Conditions of Use". I further acknowledge that use of the facility does not constitute or imply endorsement or commendation by the School Board, nor is it intended as an endorsement or recommendation by the School Board of any views expressed. **Name:** _____ **SIGNATURE:** _____ **DATE:** _____

Principal/Site Administrator, I have reviewed the above application and hereby submit it with the required supporting documentation to Risk Management for approval. **Name:** _____ **SIGNATURE:** _____ **DATE:** _____

Hold Harmless Agreement: Attachment Two

The User shall, in addition to any other obligation, indemnify the School Board of Indian River County (School Board) and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School Board, its agents, officers, elected officials and employees from and against any and all claims, actions, liabilities, losses (including economic and non-economic losses), and costs arising out of any actual or alleged.

- a) bodily injury, sickness, disease or death, damage to reputation or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the User, any subcontractor of the User, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of and or participation of the activity; or
- b) violation of state and federal law (including any privacy provision contained therein or promulgated by the Board), statute, ordinance, governmental administration order, rule or regulation by the User, any subcontractor of User, or anyone directly or indirectly employed by any of them in the performance and or participation of the activity; or the work of; or
- c) liens, claims or actions made by the User, any subcontractor of the User, or any other party performing and or participation of the activity, and or the work.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the User or any subcontractor of the User under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any costs or expenses, including attorney's fees, incurred by the School Board of Indian River County to enforce the hold harmless agreement shall be borne by the User.

The above provisions shall survive the termination of this Agreement and shall pertain to any and all claims for occurrences during the term of this Agreement, even though such claims may be presented after the termination hereof. Nothing contained herein is intended nor shall be construed to waive the School Board of Indian River County's rights and immunities under the common law or Florida Statutes including, but not limited to, Florida Statutes 768.28, as amended from time to time.

I hereby acknowledge that the conditions set forth above have been fully read by me and understood by me and endorsed by the and that the obligations herein supersede and rescind any prior agreements or arrangements or business dealings or practices that I as the User may have had with the Board in the past and does further govern the current obligations of the parties from this date forward.

Request for additional information shall be directed to the Risk Management Office, School Board of Indian River County at (772) 564-3129.

For the Facility Use Agreement dated:

Signed: _____

Date: _____

Printed Name: _____

Organization Name: _____

Exhibit A: INSURANCE CLAUSE

Insurance requirements may not be waived.

The following insurance requirements must be met prior to the execution of the Facility Use Agreement without exception. Insurance requirements shall be submitted to the Principal/Site Administrator and the Risk Management office within 30 days of the event but no later than five (5) days before the event. Users shall furnish a Certificate of Insurance that complies with the insurance requirements listed below.

The Board by and through its Risk Management Department, reserves the right to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract. The following liability coverage limits must not be less than the limits specified. All contractors including any independent contractors and subcontractors utilized must also comply with the insurance requirements.

All insurance carriers must have an AM Best rating of at least A: VII or better. When a self-insured retention or deductible exceeds \$5,000, Board reserves the right, but not the obligation, to review and request a copy of the User's most recent annual report or audited financial statement.

All policies are required to provide **The School Board of Indian River County as an ADDITIONAL INSURED** and provide subrogation with a Thirty (30) day notice of cancellation endorsement. The endorsement(s) must be attached to the certificate of insurance.

Commercial General Liability

Insurance coverage for death, bodily injury, personal injury, or property damage is required. Any requirements, conditions, or stipulations that limit or restrict a covered activity must be clearly indicated on the Certificate of Insurance or attached thereto. If coverage is afforded solely or in part, through membership, registration, or participation in a master association, organization, or group, the terms and conditions for continued eligibility must be maintained. A lapse in insurance or failure to maintain appropriate coverage will result in the termination of this agreement and the User may be denied future use of the facility.

- Coverage for Sexual Abuse and Molestation must be included in the commercial general liability insurance and/or an additional insured endorsement must be attached to the certificate of insurance. The additional insured endorsement should be issued on an ISO or similar form and apply on a primary and noncontributory basis.

Each occurrence	\$1,000,000	
Personal/advertising injury	\$1,000,000	
Products/completed operations aggregate	\$2,000,000	
General aggregate	\$2,000,000	
Fire damage	\$ 100,000	Property Damage
Medical expense	\$ 10,000	Any 1 person

Automobile Liability

Insurance coverage for any auto, including hired and non-owned, used in the course and scope of work. Business automobile liability insurance coverage must be on an occurrence form with limits of at least \$500,000 combined single limit, or \$100,000 per person and \$300,000 per accident. Insurance is required as noted herein if your business owns, leases or rents vehicles. For personal vehicles that are not owned by the business but are driven onto school property in order to conduct business, we require evidence of personal automobile insurance at least equal to the Florida legal minimum of \$10,000 personal injury protection (PIP) and \$10,000 property damage liability (PDL). A waiver of subrogation shall also be provided.

Workers' Compensation

Worker's Compensation Insurance with limits equal to Florida statutory requirements, or a certificate of exemption from such requirement. Employer's Liability must include limits of at least \$100,000 each accident, \$100,000 each disease/employee, \$500,000 each disease/maximum. A waiver of subrogation shall also be provided.

Exhibit B: Evidence of Insurance, Certificate of Insurance (COI) example

CERTIFICATE OF LIABILITY INSURANCE

Date: MM/DD/YY

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Phone: Fax: Name & Address of Producer	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Name & Address of Insured	INSURER A: INSURER B: INSURER C: INSURER D: AM Best Rating , Or Better provide

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non Contributory GENERAL AGG. LIABILITY APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	Y				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE \$3,000,000 PRODUCTS -COMP/OP AGG \$3,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> RETENTION	Y	Y				COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
	Professional Liability:						Each Occurrence \$1,000,000 Aggregate \$1,000,000
	Sexual Abuse:						Each Occurrence \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 -Required Waiver of Subrogation and Additional Insured Language: The School Board of Indian River County.
 -Additional Insured status for: General Liability and Auto Liability.
 -Waiver of Subrogation for: General Liability, Auto Liability, Workers Compensation.

CERTIFICATE HOLDER School Board of Indian River County Insurance Compliance PO Box 100085 - HO Duluth, GA 30096	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Certificate Must be Signed
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REQUEST FOR FACILITY USE AGREEMENT: ATTACHMENT ONE

School/Facility:	Room/Location	
Name of Event:	Date of Event:	
Time of event: Start am/pm End am/pm	Purpose of Event:	
Organization: Name	Contact Person: Email address:	
Address	City/State/Zip	
Organization phone:	Contact cell phone:	
Received by: School official:	Received date:	

User Category

CATEGORY 1	SCHOOL BASED ORGANIZATION	Those volunteer organizations focus on school success, including school-based events, booster clubs, and parent-teacher organizations or associations and any officially approved SDIRC Wellness Program activity.
CATEGORY 2	TAX EXEMPT ORGANIZATION	501 (c)(3) non-profit, as defined by the Internal Revenue Service and whose presence benefits the school Board, community interests, and are consistent with the educational mission of the school.
CATEGORY 3	OUTSIDE ORGANIZATION	Those organizations (including private or commercial) whose presence benefits the students, school Board, community interests and are consistent with the educational mission of the school.

Fee Schedule	Amount	Description/Details/Funding Strip(s)		
Administrative	\$100.00	Processing Fee District 50% 9001.100.3425.1575	\$	50.00
		Mandatory-per request School 50% XXXX.100.3425.1575	\$	50.00
Rental Fee	\$25/hour	Rental Fee School 100% XXXX.100.3425.1575	\$	
Facility Supervision	\$25/hour	Outside of normal school hours, a school Official must open and close facilities if applicable. 9001.100.3495.1575.	\$	
Custodian Fee	\$25/hour	Preparing facility before/after event (move equipment, tables, chairs, clean restrooms, OPEN/CLOSE BUILDING etc.) School XXXX.00.7900.1010.1999	\$	
School Resource Officer or Law Enforcement	\$35/hour	Required as per crowd management/traffic control requirements. District 9001.100.3495.1599	\$	
Multi-Purpose Room	\$50	Per room up to 3 hours, \$15 an hour for each additional hour, or PORTION THERE of: School XXXX.100.3425.1575	\$	
Food service fee	\$	Reference Fee Schedule School XXXX.410.3495.4999	\$	
Utility Fee	\$	Reference fee Schedule District 9001.100.3495.1575	\$	
Other-Facility Fees	\$Per Manual	Other District 9001.100.3495.1575	\$	
Sales Tax		6.5% AS OF JAN.1, 2020 District 9001.100. .1999	\$	
TOTAL DUE		TOTAL DUE	\$	

USER ACKNOWLEDGEMENT AND AGREEMENT: I, as official user of the facility as indicated above, have read and hereby agree to the "Responsibilities of User/Conditions of Use". I further acknowledge that use of the facility does not constitute or imply endorsement or commendation by the School Board, nor is it intended as an endorsement or recommendation by the School Board of any views expressed.

SIGNATURE:

DATE:

Principal/Site Administrator, I have reviewed the above application and hereby submit it with the required supporting documentation to Risk Management for approval. **SIGNATURE:**

DATE:

Exhibit B: Hold Harmless Agreement

The User shall, in addition to any other obligation, indemnify the School Board of Indian River County (School Board) and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the School Board, its agents, officers, elected officials and employees from and against any and all claims, actions, liabilities, losses (including economic and non-economic losses), and costs arising out of any actual or alleged;

- a) bodily injury, sickness, disease or death, damage to reputation or injury to or destruction of tangible property including the loss of use resulting therefrom, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the User, any subcontractor of the User, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable in the performance of and or participation of the activity; or
- b) violation of state and federal law (including any privacy provision contained therein or promulgated by the Board), statute, ordinance, governmental administration order, rule or regulation by the User, any subcontractor of User, or anyone directly or indirectly employed by any of them in the performance and or participation of the activity; or the work of; or
- c) liens, claims or actions made by the User, any subcontractor of the User, or any other party performing and or participation of the activity; and or the work.

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the User or any subcontractor of the User under workers' compensation acts; disability benefit acts, other employee benefit acts or any statutory bar. Any costs or expenses, including attorney's fees, incurred by the School Board of Indian River County to enforce the hold harmless agreement shall be borne by the User.

The above provisions shall survive the termination of this Agreement and shall pertain to any and all claims for occurrences during the term of this Agreement, even though such claims may be presented after the termination hereof. Nothing contained herein is intended nor shall be construed to waive the School Board of Indian River County's rights and immunities under the common law or Florida Statutes including, but not limited to, Florida Statutes 768.28, as amended from time to time.

I hereby acknowledge that the conditions set forth above have been fully read by me and understood by me and endorsed by the and that the obligations herein supersede and rescind any prior agreements or arrangements or business dealings or practices that I as the User may have had with the Board in the past and does further govern the current obligations of the parties from this date forward.

Request for additional information shall be directed to the Risk Management Office, School Board of Indian River County at (772) 564-3129.

Signed: _____

Date: _____

Printed Name: _____

User Name: _____



School District of Indian River County

Special Events Insurance and Loss Prevention Guide

Issued Spring 2020



General Information

In an organization the size of the School Board of Indian River County (SDIRC), it is difficult for the Risk Management department to evaluate all of the risk exposure in Board operations. All activities of the Board's organization involve some level of risk and should be managed to eliminate as much exposure as possible to protect taxpayer assets.

All Vendors providing goods and or services on school Board property are required to provide proof of current insurance accordingly the scope of services being provided. The utilization of school property by individuals, groups or organizations must also provide proof of current insurance accordingly the Facility Use Agreement required for said activities (reference the Facility Use Procedure Manual) before activities are held.

Therefore, all employees, especially Principals and Directors, need to learn how to recognize, evaluate and mitigate risk within their respective schools and operations. A basic understanding of risk is needed to make informed strategic decisions, successfully deliver organizational change and breakdown silo decision-making. Strategic decisions result in increased operational efficiency and can also enhance community support. This guide is intended to:

- Assist Administrators to effectively evaluate and manage the various risks that our Board encounters while attaining the objectives of our Success Plan. Avoiding unnecessary expenses from injuries or property damage, avoiding risk from contractual risk transfer, allowing management to use those resources to achieve better outcomes for our students.
- Administrators are encouraged to use "Risk Informed" (understanding the potential risk using tools in this guide) decision making, balanced with innovation and resources available to plan activities, and/or resolve issues to improve the way we work to achieve educational objectives.
- To establish the context for identifying, analyzing, evaluating, and treating risk associated with a "school sponsored activity" and "non-school sponsored activities" held on SDIRC property and or campus. Guidelines for off campus activities can be found in the Board's Field Trips Guidelines.
- Non-School Sponsored Activities are required to adhere to the procedures found in the SDIRC Facility Use Handbook in addition to this Guide.

Throughout the school year, Special Events both school-sponsored and non-school sponsored are organized for fundraising, student entertainment and enrichment. School sponsored activities may occur during school hours, outside the normal school day, or on or off campus. The Insurance and Loss Prevention Guide for Special Events is designed to assist you in being "Risk Informed" and this resource is to be used in planning special events.

How to Use This Guide

There are three different categories for events held on school property;

Red: Never permitted.

Yellow: Permitted with specific documents.

Green: Permitted with standard documents.

- 1) Determine the type of activity that most closely fits into the categories listed in this document. If it is not clear or you are not sure, please contact Risk Management for further information.
- 2) Follow this guide for each and every activity that you are planning at any given point in time. Be sure to recognize when new or different hazards may apply to an event.
- 3) For Yellow activities, simply provide the required documents as noted in the appropriate section to the school principal and Risk Management. The school should maintain a copy of the completed documents in accordance with the records retention policy.
- 4) Green activities require standard documentation, proceed with caution.
- 5) **Red** activities are **NEVER permitted**. Do not allow these activities to be held at any time or any other location, not even off campus.
- 6) The Appendices attached to this document may need to be completed. Depending on the activity and the participants, more than one of the forms may need to be completed.
- 7) For events and activities that require Risk Management approval, send the required completed forms for the activities that you want to hold to your school principal AND Risk Management no less than two (2) weeks prior to the event.
- 8) For events and activities that require Risk Management approval, submit the request prior to signing any contractual agreements or purchase orders, purchasing or renting equipment or obtaining services.
- 9) **Under no circumstances should any school-based organization or school Administrator sign a Hold Harmless/Indemnity Agreement, contract, lease, or event rental agreement without advance written approval from the School Board attorney and or Risk Management. The School Board of Indian River County should not agree to be held responsible for liability to the vendor. Review all contractual agreements including memos of agreement or understanding very carefully and seek advice from the School Board attorney and or Risk Management prior to signing. Vendors who conduct activities at the request of the School Board of Indian River County are required to sign the Hold Harmless Agreement and provide the necessary Proof of Insurance.**
- 10) Contracts, Leases and Agreements (including an Event Rental Agreement and Vendor quotes and or Vendor agreements for goods and or services):

A. The Superintendent has authorization to sign contracts under \$50,000 pursuant to School Board Policy 6320. Administrative staff DO NOT have the authority to sign contracts, agreements or leases unless expressly written and authorized to do so by the Superintendent. All contracts, agreements and leases shall be reviewed by the School Board Attorney and Risk Management. Prior to signing you must confirm:

- The contracting party should be the School Board of Indian River County, **not the school site**.
- Don't sign anything that makes the person signing individually responsible or liable.
- Carefully review any Events Detail Sheet to make sure there are no surprises.
- Utilize Form # 1329 "Special Event Questionnaire" to plan your event properly and assure that you have addressed the risks associated with your event.
- We cannot agree to hold any entity harmless for the facilities and the property;
 - these clauses should be part of the attorney review.
- Follow your "Chain of Command" for review and approval before signing ANY
 - contract, lease or agreement for services.

The purpose of this section is to reaffirm with the school sites that review of these types of contracts by both the School Board Attorney and Risk Management is important in limiting our collective risk. In other words, get legal review and authorization before YOU sign.

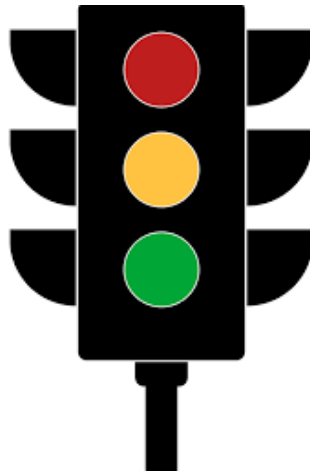
11) These rules include but are not limited to the following school board policy:

- [5830](#) [Student Fund Raising](#)
- [8390](#) [Use of Facilities](#)
- [8390](#) [Animals on Board Property](#)
- [6320](#) [Purchasing and Contracting for Goods, Services and Construction](#)

As with any event, it is important to determine if the activity is an official School Board of Indian River County event that is sponsored, planned and controlled by the District. Questions that must be asked include:

- a. Who will be leading, organizing and/or controlling the event?
- b. Who will benefit from the event?
- c. Will any Board employee be compensated by the participants?
- d. Will Board employees be acting in their official capacity as a Board employee, or are they individually volunteering?

Activities and events that are sanctioned and approved by the School Board of Indian River County, (SDIRC) must sponsored by an employee of SDIRC, approved by the school Principal and or Department Director and be limited to support specific curriculum-related projects and activities. Non-School Sponsored Activities are required to adhere to the procedures found in the SDIRC Facility Use Handbook in addition to this Guide. Guidelines for off campus activities can be found in the Field Trips Guideline book.



Green light GO, Yellow Light, Caution, Red light, NO.

In order to make the content easy to understand, examples of school activities have been divided into three categories; Green Light activities (Go!), Yellow Light (Allowed with Conditions) and Red Light (Not Allowed) !

Green Light
GO

Approved activities and events are listed on the GREEN pages of this guide.



Yellow Light
Caution



Occasionally, schools and school based organizations want to sponsor activities that may require additional insurance coverage, waivers of liability and a certificate of insurance. Schools, PTA's and PTO's must adhere to any special arrangements and conditions. **All** School Sponsored Activities are required to adhere to the procedures found in the SDIRC Facility Use Handbook in addition to this Guide. Risk Management may require the event sponsor (i.e. PTA, PTO) to complete a Special Event Questionnaire designed to help assess the risk(s) involved with any Special Events on Board property.

Red Light

NO



Certain activities and events that are prohibited.

Certain activities and events are **PROHIBITED**. In order to minimize risk exposure, the School Board of Indian River County has deemed certain activities prohibited because they are dangerous and jeopardize the safety of our students and or our communities. Such activities may also jeopardize the financial strength of the School Board's insurance program diverting resources that may otherwise be available for student achievement.

Due to the inherent dangers posed by mechanical rides, no school or school based organization is permitted to allow any mechanical rides on School Board property or at any school sponsored activity for any activities whatsoever.

Prohibited Red Light Activities

(These Activities Are Not Allowed Even If The Vendor Has Its Own Insurance)

- Alcohol Sales, Possession, or Consumption
- Aircraft or helicopter rides or demonstrations
- Animal Rides of any kind
- Archery of any kind
- Bounce Houses
- Bungee Jumping
- Donkey Baseball/Basketball
- Drones except when in compliance with FAA Rules (see limitations in **Yellow** section)
- Dunk Tanks of any sort
- Fireworks including sky lanterns
- Flaming Baton Twirling
- Fog Machines
- Hot Air Balloons/Balloon Rides (on ground or in the air)
- Human Cannon Balls (or any variation)
- Inflatables (of any kind)
- Mechanical Rides of any sort whatsoever
- Monster Trucks
- Paint Ball Games
- Pyrotechnics
- Slam Dancing (Moshing, Stage Diving)
- Trampolines
- Watercraft (except commercial craft 26 feet or more operated by a qualified vendor with evidence of insurance)
- Zip Lines

Prohibited Red Light WATER-Related Activities

- Airboat
- Banana boat ride
- Big Wave Surfing
- Body boarding and boogie boarding
- Cave Diving
- Cliff Jumping
- Diving Boards
- Diving, SCUBA, SNUBA, HOOKAH System, and Third Lung Diving
- Fishing (Saltwater nor Freshwater)
- Hot tubs/Jacuzzi
- Inflatable water activities (such as inflatable pools, water slides)
- Jet Ski
- Kayaking, canoeing, and paddle boarding
- Motorized Watercraft (except commercial craft 26 feet or more operated by a qualified vendor with evidence of insurance, proper license and USCG Auxiliary safety inspections, proper first aid, safety equipment and life guards)
- Parasailing
- Surfboarding
- Tubing behind a boat
- Water Catapults or Aqua jumps
- Water Jet Packs
- Water Parks
- Water Skiing
- Water Walking (inside a ball)
- White Water Rafting
- **This list is not all inclusive, as new rides and events are continually created. Call Risk Management if an event is not listed and there is a question of whether the event is allowed.**

Yellow Light Activities

Occasionally, schools or school-based organizations want to sponsor activities that may require additional insurance coverage, waivers of liability and certificates of insurance. Organizers allowing **YELLOW** light activities must strictly adhere to these guidelines and/or other special arrangements. All conditions must be met before undertaking any activities listed on the **YELLOW conditions** sheet. Risk Management must be consulted as well as the School Board's insurance broker. Remember to reference the Facility Use Handbook as well.

Under no circumstances should any school-based organization or school Administrator sign a Hold Harmless or Indemnity Agreement without the written approval from the School Board attorney. The School Board of Indian River County shall not agree to be held responsible for liability to the vendor. Review all contractual agreements including memos of agreement or understanding very carefully and seek advice from the School Board Attorney's Office or Risk Management prior to signing. All Vendors are required to sign the standard Hold Harmless Agreement and provide the necessary Proof of Insurance before the event is scheduled.

List of Yellow Light (Caution) Activities

(The conditions listed adjacent to each activity refer to the **CONDITION(S)** that must be met prior to a School or school-based organization agreeing to sponsor an activity or event)

Activity	Conditions
After Prom Event	<ol style="list-style-type: none">1) Call Risk Management Department at (772) 564-3130, with details of the event. A Special Event Questionnaire, (Appendix A) may be required.2) Field Trip procedures employed.
Animals on District Property	<ol style="list-style-type: none">1) Reference School board policy 8390, Animals on District Property.2) Call Risk Management Department at (772) 564-3130, with details of the event. A Special Event Questionnaire, (Appendix A) may be required.3) Employ applicable field trip procedures (parental permission slips, etc.)

<p style="text-align: center;">Athletic or Sports/Summer Camps</p>	<ol style="list-style-type: none"> 1) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed. 2) If a School or School Based Organization chooses to sponsor allowable activities or events that the School Board's Vendor Liability Insurance has excluded from coverage (i.e. Athletic Events or Sports Camps) the Vendor or school-based organization must purchase the necessary commercial general liability and additional participant liability insurance for that activity, and the School Board of Indian River County must be named as an Additional Insured. 3) Parents, teachers and the general public who participate must sign a Participants Waiver for themselves. The requirements are; a) pre-determined course b) proper supervision-security or police in place c) water stations d) signed waivers (Appendix F). 4) Vendor Athletic Activities are excluded under the Board's Liability Policy. 5) Complete the Facility Use Guide requirements.
<p style="text-align: center;">Babysitting at School or School sponsored events</p>	<ol style="list-style-type: none"> 1) Babysitting that is allowed is at school-based organization meetings where parents are continually on campus AND the following conditions are present: 2) The babysitters do not change diapers. 3) There are always at least two unrelated adults (18 years or older in attendance). 4) Coffee and other hot fluids are kept outside of the babysitting room or area.

<p align="center">Bingo and Raffles</p>	<ol style="list-style-type: none"> 1) Bingo and Raffles; refer to school board policy 5830. Schools are not permitted to sponsor raffles or games of chance. However; 2) PTA/PTO/Booster Clubs may hold raffles subject to the rules outlined in School Board Rule 5830. 3) Reference the Facility Use Handbook. 4) Consult local government for ordinances.
<p align="center">Camps or Outdoor Enrichment and Science Not athletic or Sports Camps</p>	<ol style="list-style-type: none"> 1) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed. 2) Reference the Facility Use Handbook.
<p align="center">Car Wash</p>	<ol style="list-style-type: none"> 1) When holding car wash fund raisers, the owner must move the vehicle. 2) Individuals washing cars should not wear belts or other clothing or jewelry that may scratch the vehicle. 3) Ensure that the activity does not involve standing in roadways or medians (refer to school board policy 5830). 4) Shoes must always be worn. Climbing on vehicles is to be avoided. 5) Field Trip Guidelines are to be followed.
<p align="center">Carnivals with Amusement Vendors</p>	<ol style="list-style-type: none"> 1) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) will be required to be completed. 2) Facility Use Agreement procedures are to be followed. 3) No dunk tanks. 4) No mechanical rides.
<p align="center">Climbing Walls</p>	<ol style="list-style-type: none"> 1) See Rock Climbing Walls, Appendix D.

<p>Craft Fairs, Holiday Boutique and Swap Meetings (Run by outside Vendor/Service providers).</p>	<ol style="list-style-type: none"> 1) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) will be required to be completed. 2) Facility Use Agreement procedures are to be followed.
<p style="text-align: center;">Activity</p>	<p style="text-align: center;">Conditions</p>
<p style="text-align: center;">Drones</p>	<ol style="list-style-type: none"> 1) Drone flights will be approved for agriculture, research and development, educational and academic use, powerline, pipeline and antenna inspections. They also include aiding certain rescue operations, bridge inspections, aerial photography and wildlife nesting area evaluations. 2) Register UAS that weigh less than 55 lbs. and more than 0.55 lbs. online 3) Permitted drones are those that weigh less than 55 pounds (25 kg) and fly up to 400 feet (122 m) high and 100 miles per hour (161 km per hour) 4) Drones must fly within sight of an operator and not over people. 5) Drones are not permitted to fly at night unless they have special lighting. 6) Drones must stay at least 5 miles (8 km) away from airports unless prior notification is provided to the airport and air traffic control. 7) Drone operators must be at least 13 or 16 years

<p style="text-align: center;">Food Trucks</p>	<ol style="list-style-type: none"> 1) Facility Use Agreement procedures are to be followed 2) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) will be required to be completed 3) Obtain a Certificate of Insurance (Appendix E Sample) from the vendor/service provider and an endorsement naming School Board of Indian River County as Additional Insured on the policy. 4) The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. 5) A copy of the food truck vendor's most recent Department of Health Inspection Certification must be submitted to the Risk Management office. 6) Must comply with all Department of Health requirements.
<p style="text-align: center;">Go-Carts and Soap Derbies</p>	<ol style="list-style-type: none"> 1) Obtain a Certificate of Insurance (Appendix E Sample) from the vendor/service provider and an endorsement naming School Board of Indian River County as Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker. 2) School or School-based organizations should obtain some type of written document outlining what is being purchased. You must email a copy of the contract to the Risk Department. Legal review is recommended. 3) Facility Use Agreement procedures are to be followed.

Hayrides
(Provided by an outside
Vendor/Service provider)

- 1) Complete the facility use procedures. (see Facility Use Guide).
- 2) Obtain a Certificate of Insurance (Appendix E Sample) from vendor/service provider and an endorsement naming the School Board of Indian River County as an Additional Insured on the policy. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service
- 3) Advise your vendor to give a copy of the agreement to their insurance broker. If the School or School-based organization is required to sign a contract by the vendor/service provider, you must FAX or email a copy of the contract to the Risk Department at (772) 564-3129 two weeks prior to the event date.

<p style="text-align: center;">Helmet Fairs</p>	<ol style="list-style-type: none"> 1) If the School or school-based organization sponsors a helmet fair does not accept payments for the helmets. Payment for purchases must be made directly to the vendor. 2) Facility Use Agreement is required. 3) No used helmets.
<p style="text-align: center;">Jog-a-thon, Relay for Life, Walk-a-thon</p>	<ol style="list-style-type: none"> 1) Jog-a-thon or Walk-a-thons need no additional liability insurance, however, Parents, teachers and the general public who participate must sign a Participants Waiver for themselves. These are the requirements a) pre-arranged course b) proper supervision-security or police in place c) water stations d) signed waivers. 2) Ensure that the activity does not involve standing in roadways or medians (Reference School Board policy 5830).
<p style="text-align: center;">Litter and Beach Clean-up</p>	<ol style="list-style-type: none"> 1) Follow Field Trip Guidelines. 2) Adequate supervision must be provided. 3) Reflective vests and rubber gloves must be used. 4) Ensure that the activity does not involve standing in roadways or medians.

<p>Opportunity Drawing Tickets</p>	<ol style="list-style-type: none"> 1) Bingo and Raffles; refer to School Board Policy 5830. 2) Please consult local government for ordinances.
<p>Project Graduation</p>	<ol style="list-style-type: none"> 1) Call the School Board's Risk Department at (772) 564-3129, with details of the event. A Special Event Questionnaire (Appendix A) will be required to be completed. 2) Obtain a Certificate of Insurance (Appendix E Sample) from Event Planner or vendor/service provider and an endorsement naming the School Board as Additional Insured on the policy. The vendor/service provider must also sign 3) Execute the Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. 4) Advise the vendor to give a copy of the hold harmless agreement to their insurance broker. 5) If a School or School Based Organization chooses to sponsor allowable activities or events that the School Board's Vendor Liability has excluded (Athletic Events or high hazard) the School Based Organization must purchase the necessary additional commercial general liability and participant liability insurance for that activity, and the School Board of Indian River County must be named as Additional Insured.

<p style="text-align: center;">Slip and Slides</p>	<ol style="list-style-type: none"> 1) Limited to grades K-5. 2) A completed Form #1277 Participation Waiver is required for each student. 3) Follow Field Trip Guidelines.
<p style="text-align: center;">Snack Food Concession - Hired</p>	<ol style="list-style-type: none"> 1) Facility Use Agreement required (see Facility Use Guide). 2) Complete formal SDIRC standard legal agreement and obtain legal review. 3) Obtain a Certificate of Insurance (Appendix E Sample) and an endorsement naming the School Board of Indian River County as Additional Insured on the policy. 4) The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). 5) The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker. 6) Call the School Board's Risk Department (772) 564-3129 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed. 7) This activity shall not conflict with School Food Service. 8) A copy of the Vendor's most recent Department of Health Inspection Certification must be submitted to the Risk Management office. 9) Must comply with all Department of Health requirements.

<p>Swimming and Snorkeling</p>	<ol style="list-style-type: none"> 1. Certified Lifeguard required for all swim events along with adequate supervision. 2. Adhere to all posted warnings for participation in the event. 3. Employ Field Trip Procedures.
<p>Transportation – Other Than School Provided Transportation or Charter Bus (limousines, etc.)</p>	<p>Risk management does not recommend the transporting of students in private vehicles for school related activities.</p> <ol style="list-style-type: none"> 1. Per School Board Policy 8660, Transporting Students by Alternative Vehicles. Private Vehicle Transportation, limits use of private transportation for students to vehicles designed for 7 or less occupants. 2. Per Florida law, the driver’s auto insurance is primary. 3. The driver must provide a copy of the driver’s license and Certificate of Insurance with at least \$500,000 combined single limit, or \$100,000 per person and \$300,000 per accident in Auto Liability coverage to the Risk Management department. 4. Parents must be notified that Transportation is not via a school provided vehicle on the Field Trip Permission Slip. 5. Employ Field Trip Procedures.
<p>Transportation –Charter Bus (limousines, etc.)</p>	<ol style="list-style-type: none"> 1. School officials must utilize the standard Charter bus agreement form available from the Risk Management Dept. 2. Charter bus insurance requirements are identified in the agreement. 3. Obtain a copy of the Charter Bus company’s Certificate of Insurance as required in the agreement. 1. Submit the executed Charter bus agreement and the company’s Certificate of Insurance as required in the agreement to the Risk Management department for approval. 2. Employ Field Trip Procedures.

Virtual Realities

1. Facility Use Manual referenced.
2. Field Trip Guide referenced.
3. Obtain a Certificate of Insurance (Appendix E Sample) and an endorsement naming the School Board of Indian River County as Additional Insured on the policy.
4. The vendor/service provider must also sign a Hold Harmless Agreement (Appendix B). The Hold Harmless Agreement spells out the insurance requirements for the vendor/service provider.
5. Obtain Certificate of Insurance from the Vendor.
6. Advise the vendor to give a copy of the hold harmless agreement to their insurance broker.
7. Call the School Board's Risk Department (772) 564-3129 with details of the event. A Special Event Questionnaire (Appendix A) may be required to be completed.

Green Light Activities

Under no circumstances should any school based organization or Board Administrator sign a Hold Harmless or Indemnity Agreement without the written approval from Risk Management or School Board Attorney. The School Board of Indian River County should not agree to be held responsible for liability to the vendor. Review all contractual agreements including memos of agreement or understanding very carefully and seek advice from the School Board Attorney's Office and Risk Management prior to signing. Vendors for these activities are still required to sign the Hold Harmless Agreement and provide the necessary Proof of Insurance.

After-School Treats	Food Sales (Prepackaged)	Reading Night
Apple Bobbing	Football throw through target	Ring Toss
Art & Craft Activities	Gift Wrap/Wrapping Sales	Roll Reversal Plays
Auction/Silent Auction	Golf Tournament	Rummage Sales (All receipts go to PTA)
Bike Display & Bike Rodeo	Greeting Card Sales	Scarecrow Competition
Book Fair	Haunted House	School Play
Bowling	Hobby Shows	Science Fair
Broom Hockey	Ice Cream Socials	Silhouettes
Cake Walks	I.D. Bracelets	Skate Night
Calendar Sales	Karaoke	Snack Food Sales
Candy Sales (no home-made food items)	Laser Tag	Snow Day
Carnivals without Powered Rides and Amusement Vendors (refer to Yellow list)	Leg-A-Thon	Spelling Bee
Christmas Tree and Wreath	Line Dancing	Sponge Toss using goggles

Sales (No cutting)		
Colored Sand Painting	Fashion Sales	
Cookbook Sales	Magazine Sales	
Cooking Classes	Magic Shows	
Costume Carnival Costume Rentals	Math Fair	
Fish Ping Pong	Mouse Trap Maze	
Craft Fairs, Holiday Boutique and Swap Meets (operated by PTA members with all receipts going to PTA)	Popcorn Sales	Plant Boutiques
DJ's with standard SDIRC contract.	Movie Night	Pizza Night
Dancers and Dance Revolution	"Nerf" Bow and Arrow	Storytellers/Performers
Dinner (pasta, international, BBQ, etc.)	Parent Education Workshops	T-shirt Sales
Enrichment – Academic only (refer to exclusions on Red Light list)	Pee Wee Golf	Talent Shows
Egg Toss	Performing Arts	Water Balloon Toss
Face Painting	Pencil Sales	Water Bottle Sales
Family Portraits with standard SDIRC contract.	Picnic Type Games	Yearbook Sales with standard SDIRC contract.

Appendices

Appendix ASpecial Event Questionnaire (SDIRC Form #1329)
Appendix BHold Harmless Agreement (SDIRC Form #1330)
Appendix CDunk Tanks or other Amusement Type Equipment
Appendix DRock Climbing Walls or other Similar Equipment
Appendix ECertificate of Liability Insurance (Sample)
Appendix FParticipation Waiver-Students (SDIRC Form #1277)
Appendix GParticipation Waiver-Adults (SDIRC Form #1277A)

APPENDIX A

**SCHOOL BOARD OF INDIAN RIVER COUNTY
SPECIAL EVENT QUESTIONNAIRE**

(Complete when a SDIRC -Sponsored Event is being held on or off School Board property)

Name of School/PTA/PTO, Booster Club: _____

Website address (if applicable to event): _____

1. DESCRIPTION OF EVENT (attach any flyers, brochures, drawings, layout, etc.):

Date(s) of Event: _____

Maximum daily attendance: _____ Total estimated attendance: _____

Length of event: _____ Estimate age group of audience: from _____ to _____

Will the event be run through internal funds at the school? YES or NO

Will the parents of participants under 18 be required to sign waiver of liability agreements? YES or NO

2. APPLICANT'S EXPERIENCE in conducting events of this or similar nature: _____

Is the applicant an Event Planner?Yes or NO

3. RIDES:

Will rides be provided?Yes or No

If Yes, Type of rides? _____

Will ride operators hold applicant and Board harmless?Yes or No

Does applicant have certificates of insurance from the ride vendors?Yes or No

Will the Rides be inspected?Yes or No

Do rides have signs clearly marking age, height, and size limitations?Yes or No

Will applicant be in compliance with state laws regulating amusement ride inspections (if applicable)?
.....Yes or No

Note: Due to the inherent dangers posed by mechanical rides, no school or school organization is permitted to allow any mechanical rides on School Board property or at any school sponsored activity for any activities whatsoever

4. ENTERTAINMENT:

Will live entertainment be provided?Yes or No

If yes, describe: _____

If a concert, type of music, i.e. gospel, classical: _____

Any special effects for the concert? _____

5. RUNNING/WALKING/BICYCLE EVENT:

Will ride event organizer hold applicant and Board harmless?Yes or No

Does the event organizer have certificates of insurance?Yes or No

Is the event route free of hazards and clearly marked? Yes or No

Will all pedestrians and vehicular traffic be separated and/or rerouted? Yes or No

Will law enforcement provide safety/security? Yes or No

6. PROJECT GRADUATION, PROMS AND DANCES:

Are students allowed to leave and return? Yes or No

What activities are being planned for the event? _____

7. ANIMALS OR REPTILES:

(Event shall be in compliance with School Board Rule 8390 Animals on Board Property)

Will there be any animals or reptiles at the event? Yes or No

If so, list; _____

Are all animals insured against third-party liability claims by the owner? Yes or No

If yes, what is the minimum liability limits required of the owners: _____

8. TRAFFIC AND CROWD CONTROL:

Who is responsible for crowd and traffic control? _____

What is the expected number of attendees including staff? _____

Are Crowd Managers being provided for crowds in excess of 250? _____

How many Certified Crowd Managers will be provided? _____

Are parking areas properly designated? _____

Will there be adequate parking? _____

9. FIRST AID:

Will first aid facilities be available for the event?Yes or No

Will the schools AED(s) be available for event participants?Yes or No

Will certified Board staff be on site in the event of AED operations?Yes or No

10. HOLD HARMLESS AND INSURANCE REQUIREMENTS:

If the sponsor of the event is not the school, does the sponsor have liability insurance?..Yes or No

Pre-approved by Risk Management?Yes or No

Is the sponsor held harmless by other through a contractual arrangement?Yes or No

Does the sponsor/vendor agree to hold the Board harmless?Yes or No

(The School Board of Indian River County shall be listed as Additional Insured on all general liability certificates of insurance.)

Will any vendor be providing staff for operation and supervision of equipment?..... Yes or No

If yes, vendor shall provide sponsor with proof of workers' compensation insurance coverage certificate in the amount of Florida statutory coverage requirements.

Will the vendor be bringing motorized vehicles licensed for road use on campus? Yes or No

If yes, vendor shall provide sponsor with proof of State required automobile insurance coverage.

11. Law Enforcement:

Certain events may require Law Enforcement presence. Contact the Director of Safety and Security for guidance and coordination.

Completed By

(Name and Date)

(Signature and Date)

APPENDIX B
SCHOOL BOARD OF INDIAN RIVER COUNTY
HOLD HARMLESS AGREEMENT
FOR VENDORS/SERVICE PROVIDERS
(without a formal SDIRC contract or agreement for services.)

HOLD HARMLESS AGREEMENT AND INSURANCE REQUIREMENTS

In order for the School Board to be protected from damages to or caused by each Vendor/Service Provider, the Vendor must sign the Hold Harmless Agreement Appendix B. Each Vendor/Service Provider must also comply with the Insurance Requirement as listed in the Hold Harmless Agreement.

School Based organizations (third-party) are required to have their own general liability insurance. Each PTA should have acquired commercial general liability insurance. School sites should acquire a certificate of insurance from the school based organizations and have the School Board of Indian River County listed as Additional Insured. Provide the copies of the certificates to the Risk Management Department in accordance with the SDIRC Facility Use Guide.

Insurance Requirements: A **current** Certificate of Insurance showing policy limits and the Additional Insured endorsement listing the School Board of Indian River County to the policy **MUST** be submitted with your contract or lease agreement. Failure of Vendor/Service Provider to keep the required insurance policies in full force and effect during the work covered by this agreement shall constitute a breach of this agreement

- (a) Workers' Compensation Insurance. Required if you have employees engaged in the performance of work under this agreement.
- (b) Commercial General Liability. Required \$1,000,000 per occurrence and a \$2,000,000 Aggregate. This policy shall cover all risks, the contractual liability assumed by vendor/concessionaire/service provider under the indemnification provision set for in the agreement, and include Bodily Injury, Property Damage, Personal Injury. Coverage for Sexual Abuse and Molestation must be included in the commercial general liability insurance and/or an endorsement must be attached to the certificate of insurance.
- (c) Automobile Liability Insurance. Required only if transporting students or if you are bringing automobiles onto Board property at the event. \$500,000 combined single limit, or \$100,000 per person and \$300,000 per accident limit is required.

I/We _____ (name of the vendor / service provider) shall save, defend, indemnify, and hold harmless, the School Board of Indian River County, including all officers, directors, instructors, support staff and volunteers with respect to my/our liability for "bodily injury," "property damage" or "personal and advertising injury" caused by my/our acts or omissions for the acts or omissions of those acting on my/our behalf:

- i. In the performance of my/our ongoing operations; or

- ii. In the sale or distribution of my/our products; or
- iii. In connection with my/our property or premises rented to you.
- iv. In following, all requirements of the School Board "Use of Facilities" Policy # 7510.

WAIVER OF SUBROGATION:

In the event of loss, damage or injury to the Vendor and/or the Vendor's property, the vendor shall look solely to any insurance in its favor without making any claim against the Purchaser. The Vendor hereby waives any right of subrogation against the Purchaser or the School Board of Indian River, for loss, damage or injury within the scope of the Performer's insurance, and on behalf of itself and its insurer, waives all such claims against the Purchaser and the School Board of Indian River County.

NOTE: The terms and conditions of this agreement shall apply with respect to Vendor's, Concessionaire's and or Service Provider's operations for any school or ancillary owned by the School Board of Indian River County.

Vendor, Concessionaire, Service Provider name: _____

Signature: _____ Date: _____

School Official Name: _____ Signature: _____

Submit executed copy by email to: Dist.CO.RiskManagementIncidents@indianriverschools.org

APPENDIX C
AMUSEMENT TYPE EQUIPMENT

(All equipment should be set up according to the manufacturer's recommendations)

The vendor shall:

1. Adhere to the equipment's maximum weight limitation in operation that must be maintained during use according to manufacturer's specifications.
2. Inspect the tie down or set up details to make sure the unit is securely fastened to the ground. These areas may require a minimum safe distance from any passersby and the vendor must provide details regarding safe distances.
3. Provide trained employees to supervise all students and participants when using the equipment and provide details to trained employees on how to properly supervise children when in, on, or around the equipment. The vendor should make sure those providing supervision are doing so according the manufacturer's recommendations.
4. The vendor should, after set up, be the sole operator of the equipment from start to finish. The only individual authorized to operate the vendor's equipment or verify students are safely participating in the unit prior to and/or during operation is the vendor or vendor's employees.
5. Complete a facility use agreement form listing their equipment as well as complete Hold Harmless Agreement found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.
6. Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$1,000,000 per occurrence and \$2,000,000 general aggregate in general liability coverage and at least statutory limits for Workers' Compensation Coverage. The certificate shall name the School Board of Indian River County as additional insured to the General Liability policy.
7. **Not require any student, participant, or the school to sign a waiver of liability.**

The school, PTO/PTA/Booster Club or Facility User shall:

1. Complete the facility use procedures. (see Facility Use Guide).
2. Obtain Form #1277A Participation Waiver-Adults

3. Carefully view and observe the equipment for any potential safety issue. This could include rusted gearings, equipment that fails to operate properly, metal areas that could expose people to injury, rust, and tears in the seating area, filth, or unkempt issues. Prior to use the vendor should repair and/or clean these areas to your satisfaction. If the items cannot be repaired or cleaned the equipment cannot be used.
4. Obtain all the documents listed above.
5. Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.
6. Send the Risk Management Department the original copy of the Facility use agreement form, certificate of insurance, and Hold Harmless Agreement at least fourteen (14) days prior to the event to obtain approval before the event.

APPENDIX D

ROCK CLIMBING WALLS OR OTHER SIMILAR EQUIPMENT

All equipment should be set up according to the manufacturer's recommendations)

The vendor shall:

1. Adhere to the equipment's maximum weight limitation in operation that must be maintained during use.
2. Inspect the tie down or set up details to make sure the unit is securely fastened to the ground. These areas may require a minimum safe distance from any passerby and the vendor must provide details regarding safe distances around the equipment that participants or spectators must stand.
3. Provide trained employees to supervise all students and participants when using the equipment and provide details to trained employees on how to properly supervise children when in, on, or around the equipment. The vendor should make sure those providing supervision are doing so according the manufacturer's recommendations.
4. Be the sole operator of the equipment from start to finish. The only individual authorized to operate the vendor's equipment or verify students are safely harnessed in the unit prior to and/or during operation is the vendor or vendor's employees.
5. Complete a facility use agreement form listing their equipment as well as complete Hold Harmless found in this manual and provide it to the school, PTO/PTA/Booster Club, or Facility User.
6. Provide school, PTO/PTA/Booster Club or Facility User with a certificate of insurance with at least \$1,000,000 per occurrence and \$2,000,000 general aggregate in general liability coverage and at least statutory limits for Workers Compensation Coverage. The certificate shall name the School Board of Indian River County as additional insured to the General Liability policy.
7. **Not require any student, participant, or the school to sign a waiver of liability.**

The school, PTO/PTA/Booster Club, or Facility User shall:

- a. Complete the facility use procedures. (see Facility Use Guide).
- b. Obtain Form #1277 fully completed by the parent or legal guardian of the participant. Carefully view and observe the equipment for any potential safety issues or other similar unkempt issues that could expose students or others to injury. Prior to use the vendor should repair and/or clean observed safety issues to your satisfaction. If the items cannot be repaired, the equipment cannot be used

- c. Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.
- d. Send the Risk Management Department the original copy of the use agreement form, certificate of insurance, and Hold Harmless Agreement at least fourteen (14) days prior to the event.
- e. Once the vendor sets up the equipment, the vendor shall actively supervise students or participants waiting to utilize the equipment, which includes making sure maximum occupancy is not violated.

APPENDIX E

Current Date

DATE (MM/DD/YYYY)

9/14/2018



Sample CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME:	
Florida Insurance, Inc.		PHONE	
Insurance Agent/Broker Name and Address (legal entity)		(A/C, No):	
		FAX	
		(A/C, No, Ext): Contact Information	
E-MAIL ADDRESS:		INSURER(S) AFFORDING COVERAGE	
INSURED		NAIC #	
Sample Named Insured		INSURER A: ABC Insurance Company	
Address		INSURER B:	
City, State, Zip Code		INSURER C: Contact Information	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1672117628 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	Required, with valid dates			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			If applicable, with valid dates			COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$
C	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			If applicable, with valid dates			EACH OCCURRENCE \$ AGGREGATE \$ indicate if any
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	<input checked="" type="checkbox"/>	If applicable, with valid dates			<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	PARTICIPANT COVERAGE			If applicable, with valid dates			Per Accident Per Occurrence \$ 25,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Indicate additional insured status and a description of the activity or service, include limitations, if any.

CERTIFICATE HOLDER

CANCELLATION

School Board of Indian River County 6500 57 th Street, Vero Beach, FL 32967 (772) 574-3130 Name and address as shown	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signature required
--	---

**Release/Waiver of Liability and Hold Harmless Agreement for a Minor
(Participant Under 18 Years of Age)**

Form# 1277

I, _____ as parent/guardian of _____
have been informed and know the risks involved in participating in this _____ event,
and understand that serious injury, and even death, is possible in such participation and I choose to accept such risk. I
voluntarily accept any and all responsibility for my child's/ward's safety and welfare while participating in this event, with
the full understanding of the risks involved including risks involving travel and hotel stay (in relation to certain events). I
hold harmless and release the SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA, ITS
REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS, AND/OR AGENTS of
any and all responsibility and liability for any injury or claim resulting from my child's/ward's participation in this event.

In consideration for being allowed to participate in the _____ event,
I, for my child/ward or his/her heirs, executors and administrators, release and forever discharge the SCHOOL BOARD
OF INDIAN RIVER COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES,
VOLUNTEERS, CONTRACTORS AND/OR AGENTS of all liability, claims, actions, damages, and/or costs/
expenses my child/ward may have against them, arising out of or in any way connected with my child's/ward's
participation in this _____ event on (date) _____.

I understand that this release/waiver of liability applies to ANY claim, even those based upon the negligence,
actions or inactions of those referenced above, including the SCHOOL BOARD OF INDIAN RIVER
COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS,
CONTRACTORS AND/ OR AGENTS.

**NOTICE TO THE MINOR CHILD'S NATURAL GUARDIAN PURSUANT
TO §744.301, FLORIDA STATUTES:**

**READ THIS FORM COMPLETELY AND CAREFULLY. YOU ARE AGREEING TO LET
YOUR MINOR CHILD ENGAGE IN A POTENTIALLY DANGEROUS ACTIVITY. YOU ARE
AGREEING THAT EVEN IF SCHOOL BOARD OF INDIAN RIVER COUNTY USES
REASONABLE CARE IN PROVIDING THIS ACTIVITY, THERE IS A CHANCE YOUR
CHILD MAY BE SERIOUSLY INJURED OR KILLED BY PARTICIPATING IN THIS
ACTIVITY BECAUSE THERE ARE CERTAIN DANGERS INHERENT IN THE ACTIVITY
WHICH CANNOT BE AVOIDED OR ELIMINATED. BY SIGNING THIS FORM YOU ARE
GIVING UP YOUR CHILD'S RIGHT AND YOUR RIGHT TO RECOVER FROM SCHOOL
BOARD OF INDIAN RIVER COUNTY IN A LAWSUIT FOR ANY PERSONAL INJURY,
INCLUDING DEATH, TO YOUR CHILD OR ANY PROPERTY DAMAGE THAT RESULTS
FROM THE RISKS THAT ARE A NATURAL PART OF THE ACTIVITY AND/OR IF
SCHOOL BOARD OF INDIAN RIVER COUNTY AND/OR ITS EMPLOYEES OR AGENTS
ARE IN ANY WAY NEGLIGENT EVEN IN THE ADMINISTRATION OF THE EVENT
ITSELF. YOU ARE WAIVING YOUR RIGHT TO SUE THE SCHOOL BOARD OF INDIAN
RIVER COUNTY FOR SUCH NEGLIGENCE. YOU HAVE A RIGHT TO REFUSE TO SIGN
THIS FORM AND SCHOOL BOARD OF INDIAN RIVER COUNTY HAS THE RIGHT TO
REFUSE TO LET YOUR CHILD PARTICIPATE IF YOU DO NOT SIGN THIS FORM.**

I HAVE READ THIS CAREFULLY, UNDERSTAND IT, AND KNOW IT CONTAINS A RELEASE/WAIVER OF
LIABILITY.

Parent/Guardian Signature

Date

Parent/Guardian Print Name

Release/Waiver of Liability and Hold Harmless Agreement for an Adult

(Participant 18 Years of Age or Older)

Form# 1277A

Directions: Complete this form and return it to your school.

I _____, have been informed and know the risks involved in participating in this _____ event, and understand that serious injury, and even death, is possible in such participation and I choose to accept such risk. I voluntarily accept any and all responsibility for my own safety and welfare while participating in this event, with the full understanding of the risks involved including risks involving travel and hotel stay (in relation to certain events). I hold harmless and release the SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/OR AGENTS of any and all responsibility and liability for any injury or claim resulting from my participation in this event.

In consideration for being allowed to participate in the _____ event, I, for my heirs, executors and administrators, release and forever discharge the SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/OR AGENTS of all liability, claims, actions, damages, and/or costs/expenses I may have against them, arising out of or in any way connected with my participation in this event on (date) _____.

I understand that this release/waiver of liability applies to ANY claim, even those based upon the negligence, actions or inactions of those referenced above, including the SCHOOL BOARD OF INDIAN RIVER COUNTY, FLORIDA, ITS REPRESENTATIVES, MEMBERS, OFFICERS, EMPLOYEES, VOLUNTEERS, CONTRACTORS AND/ OR AGENTS.

The undersigned adult participant:

1. Acknowledges and represents that he/she is a student and/or adult having attained the age of 18 years.
2. Authorizes the SCHOOL BOARD to transport the undersigned and to obtain, through a physician of the SCHOOL BOARD'S choice, any emergency medical care that may become reasonably necessary for the undersigned in the course of event activities or travel incidental to such activities; and agree that the expenses for such transportation and treatment shall not be borne by the SCHOOL BOARD or its employees.
3. Acknowledges and represents that he/she is in good health and physically able to participate in event activities and has had no past illness or injury that would prevent him/her from participating in such activities, and further acknowledges and represents that the following is/are the only special accommodations needed:

EMERGENCY NAME AND PHONE: _____

I HAVE READ THIS CAREFULLY, UNDERSTAND IT, AND KNOW IT CONTAINS A RELEASE/WAIVER OF LIABILITY.

Participant Signature

Date

Participant Print Name



Book	Policy Manual
Section	7000 Property
Title	USE OF DISTRICT FACILITIES
Code	po7510
Status	Active
Adopted	August 13, 2013

7510 - **USE OF DISTRICT FACILITIES**

The School Board believes that the grounds and facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools.

The Board will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Users shall abide by all District procedures and rules regarding the use of District grounds and facilities and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Emergency Management Operations of Indian River County to establish a disaster preparedness plan in order to provide that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative procedures for the granting of permission to use District facilities including a schedule of fees which, together with the costs used to determine such fees, must be approved by the Board.

Users shall be liable financially for damage to the facilities and for proper chaperonage.

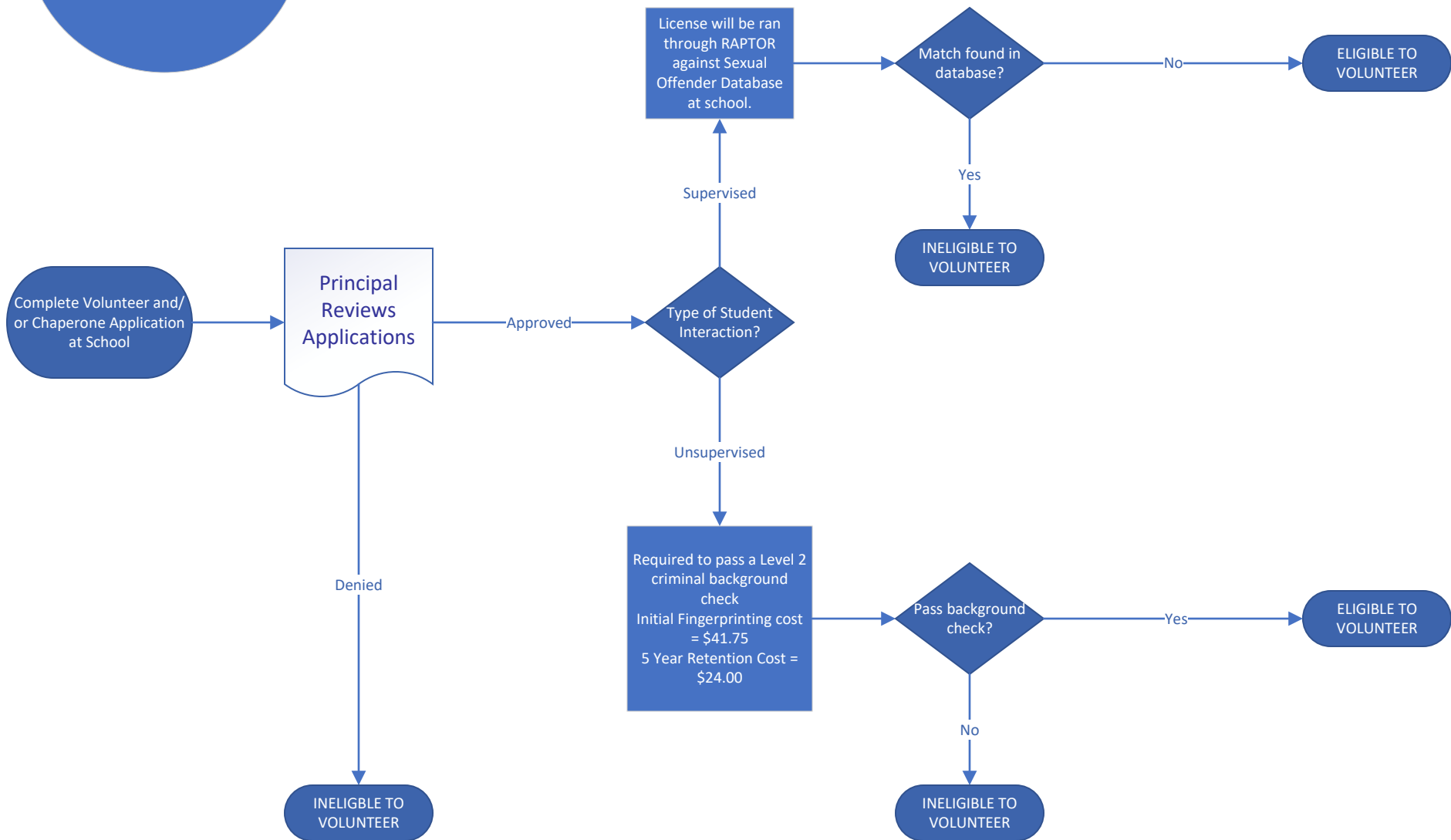
No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.

© Neola 2004

Legal	F.S. 1013.10
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Volunteer Process Flowchart

Visitors who will not need to fill out a Volunteer Form would have their license ran through RAPTOR. (i.e., eating lunch, Donuts with Dads)



**School District of Indian River County
School Volunteer Program
6500 57th Street
Vero Beach, FL 32967
(772) 564-3000**

School Volunteer Registration Form

Completion of this form is required for a volunteer to be eligible for insurance coverage for accidents which occur while performing assigned school volunteer activities.

PLEASE PRINT:

School: _____

(Ms./Mrs./Mr.) Last Name First Name Initial Maiden Name

Mailing Address City/State Zip Code How Long?

Previous Address City/State Zip Code

Home Phone Business Phone FL Driver License # or Valid Picture Identification

Date of Birth: _____ Age Group (Please Circle One): Student (20 and Under) Adult (21 to 49) Senior (50+)

Health restrictions, if any: _____

Emergency Contact Name and Phone: _____

Have you ever been convicted of a felony or a first-degree misdemeanor? Yes _____ No _____

If yes, what charge, where convicted, and date of conviction? _____

As a volunteer, I agree to abide by the rules and policies of the School Board of Indian River County, Florida and Florida state laws including Sunshine and Public Records laws. I have received, read, and understand School Board Rules in regard to School volunteer program and I agree to abide by all provisions of that rule, including the requirement that I maintain strict confidentiality with information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss any such information except to or with the teacher. I hereby authorize the School Board of Indian River County to undertake a background check with the Florida Department of Law Enforcement, the Federal Bureau of Investigation, the Florida Crimes Information Telecommunications Network, the National Crime Information Center, and/or any registry of information maintained regarding abandonment, abuse, or neglect to which the School Board has access. My signature on this form is deemed to constitute consent and notification that a background check or search MAY be conducted as authorized above.

Applicant Signature Required

Date

Volunteer Placement Information

Grade Level(s) Preferred: _____

Setting Preferred: One-to-One _____ Small Group _____ Not Directly with Children _____

Job Categories: Please check all areas below that interest you.

Classroom Assistant _____ Tutor _____ Mentor _____ Media Aide _____ Computer Lab _____ Math _____ Clerical _____

Special Needs Students _____ Clinic _____ Reading _____ Art _____ Music _____ Band _____ Fundraising _____

Other: _____

Skills, Hobbies, Talents: _____

Indicate Second Language: _____

Approximate Days & Times Available to Volunteer.

	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.					
p.m.					

School Site

Name of School Principal or designee (please print)

Date

Signature of School Principal or designee

School District of Indian River County
School Volunteer Program
6500 57th Street
Vero Beach, Florida 32967
(772) 564-3000

Field Trip Application (Chaperone)

Must be submitted 3 weeks prior to field trip.

PLEASE PRINT

Date _____ / _____ / _____ Teacher _____ School _____

Child's Name _____

Chaperone's Name _____ Last _____ First _____ Middle Initial _____ Driver's License # _____

Address _____ Street _____ City _____ State _____ Zip Code _____

Date of Birth _____ / _____ / _____ Phone # (_____) _____ Social Security # _____ - _____ - _____

For the safety and protection of our students, please answer the following:

Have you ever been convicted, pled nolo contendere (no contest), had a record sealed or expunged, been placed on probation, enrolled in a pretrial diversion program or had adjudication withheld in a criminal offense, felony, misdemeanor or otherwise, or are there any criminal charges pending against you other than a non-criminal or minor traffic violation? Yes No

If yes, give details below. Note: Failure to record such an offense may result in disqualification as a Volunteer. DUI/DWI are criminal offenses. (This is not inclusive. Other traffic offenses are criminal as well. If you are in doubt concerning this, consult an attorney.)

Where Arrested	Date(s) / /	Nature of Charge(s)	Disposition(s)
	/ /		
	/ /		

*It is the policy of the School District of Indian River County to conduct Criminal Background checks for persons who participate in student contact activities.

Please note the rules for field trips in our Indian River County Public Schools:

- All chaperones must be 21 years of age.
- Attend chaperone training as requested by your school.
- Dress appropriately.
- No siblings can attend.
- Supervise your group at all times.
- Get to know the students in your group. Make the trip a great experience for everyone in the group.
- Follow the planned timeline and itinerary. Be sure your group is in the right place at the right time.
- Accompany your students to the restroom area. The entire group must stay together.
- Never permit students to leave your group.
- Smoking, tobacco products, and alcohol are not permitted by School Board Policy.
- Do not use profane or inappropriate language.
- Do not buy drinks, snacks, treats or souvenirs for your group unless it has been planned as part of the trip.
- Do not ask other chaperones to supervise your group.
- Do not use cell phones except for emergency purposes.
- In an emergency, always contact lead teacher first. In an EXTREME emergency, call 911. Always remain calm.
- Failure to comply with Field Trip rules could result in disciplinary action being taken.

Signature _____ Date _____ / _____ / _____

Principal's Signature _____

Field Trip Coordinator's Signature _____

Field Trip Guidelines Manual



Office of Curriculum and Instruction
2022-2023

Revised 05/20/2022

Policy Number [2340](#)

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PURPOSE

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

The Board shall approve out of the State trips.

The Superintendent shall approve all other such trips.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative procedures. These procedures shall include adequate provision for appropriate insurance coverage and reasonable risk management procedures.

In any instance in which the itinerary of a trip is altered, the instructional staff member in charge shall notify the administrative superior immediately.

GUIDELINES FOR FIELD TRIPS

1-3 trips per grade level each year

Elementary may have 1 district sponsored field trip and 2 school selected field trips

- If the grade level does not have a district sponsored trip the grade level may select all trips – grades K and 1
- If the grade level has more than one district sponsored trip then the grade level may select *which one they would like to attend or attend all but the grade level cannot exceed (3) trips each year*. Prism is a 5th grade trip just for North County schools so this will not count toward your 3.

Secondary may have 2 district required field trips and 2 school selected field trips

- Middle School may have 1 to 3 field trips during the school day per semester tied to curriculum/State Standards
- High School may have 1 to 3 field trips during the school day per semester tied to curriculum/State Standards
- Parental Permission Slips must be completed for each student for each field trip.

Any field trips over and above those outlined above must be submitted for approval by Principal/Administration.

Trip selection must be submitted to the principal by September 15th

- School selected trips must link directly to the curriculum/state standards.
- Teachers must use the Field Trip Request Form to document – the objective, how the trip links to the curriculum, what instruction will occur prior to the trip and what follow up activities will strengthen the learning after the trip.
- Teachers will use Field Trip Procedure Packets (included in this document) if the grade level attends an out of county field trip (i.e.- Lego Land (STEM), Sea World (Animal Life/Marine Biology), the Orlando Science Center, etc).
- Special accommodation should be made for economically disadvantaged students. The school must waive or reduce fees for any pupil whose parent or guardian is financially unable to pay for the student to attend the field trip for academic fieldtrips occurring during the regular school day.
 - Contact the Risk Management office by email to determine insurance requirements for all out of county or overnight trips. The email address is : Dist.CO.RiskManagementIncidents@indianriverschools.org

DISTRICT SPONSORED FIELD TRIPS

<u>Grade</u>	<u>Activity</u>	<u>Coordinator</u>
Kdg	None	
1 st Grade	None	
2 nd Grade	None	
3 rd Grade	ELC	Elementary Principals
4 th Grade	ELC	Elementary Principals
5 th Grade	Symphony	Elementary Principals
8 th Grade	Colonial Dames	Middle School Principals
6 th – 12 th Grade	Fine Arts Competitions	Individual Schools
6 th – 12 th Grade	Superintendent Advisory Council	Superintendent Office

DESCRIPTION OF FIELD TRIP ACTIVITIES & ADMINISTRATIVE APPROVAL

A full description of the proposed activity will include the following – (see Trip Request forms included in this manual for a way to document the majority of these items):

- ❖ Sponsoring staff member(s) or grade level
- ❖ The educational purpose/benefit of the activity
- ❖ Detailed information on the activities in which the students will be participating (*it answers who, what, when, where, why, and how*)
 - ***The date and time of the trip.***
 - ***Where the trip will be to/from.***
 - ***Estimated number of student/chaperones to attend field trip.***
 - ***Related brochures/information provided.***
 - ***Any special exposures or any unusual aspects of the trip identified including, but not limited to:***
 - swimming, boats, or in/around water
 - animals
 - outdoor education
- ❖ Means of transportation identified (school bus, charter bus, etc).
 - If a bus charter is necessary, contact the Risk Management Office to determine the insurance requirements.
- ❖ Means of providing food identified.
 - ***Make arrangements with food services.***
 - ***Safely store food and drink during transport.***
 - ***Be aware of students with food allergies and special dietary requirements.***
- ❖ Estimated costs and funding source(s).
- ❖ Provide alternative to field trip for students not attending.
- ❖ Student health related information and medication requirements.
 - *At least one staff member on the trip must be trained to distribute prescribed medications according to school district procedures and how to properly secure medications on the trip, medication must be properly labeled by the parent. Staff member in charge of the trip should have a Medical Release Form for each student. (see below for Medication Administration off Property)*
- ❖ You MUST obtain a signed permission slip for any activity that occurs off campus or where it is necessary for the student to travel off campus.

MEDICATION ADMINISTRATION DURING OFFICIAL SCHOOL BUSINESS OFF SCHOOL PROPERTY

This procedure covers students who require administration of medication during temporary absences from school property for activities such as field trips. All medication must be in the original container with the student's name, dosage, directions for administration, and current date. Over-the-counter medications will not be taken on a field trip without a physician's order for that medicine. Medications are only permitted when failure to do so would jeopardize the health of the student.

The staff person, trained in medication administration, accompanying the student will be responsible for security of the medication and for medication administration. Medication cannot be administered by volunteer staff or parent chaperones other than the student's own parent/guardian. Staff members will be offered child-specific training prior to all field trips.

I. Prior to the Field Trip

- The sponsor(s), (teachers and/or Principals) of school-authorized activities/field trips are responsible for notifying the school health assistant of any field trip as soon as they have a confirmed date. A minimum of a 10 school-day notice is required to ensure that the school personnel, who will be accompanying the students, have adequate time to receive child specific training to be able to care for any students with special health needs.
- Health assistant will copy the Medication Permission Slip for each student scheduled to go on a field trip. These copies may be used repeatedly throughout the year if all information remains the same. · Staff member will make arrangements with their school's health assistant so they can meet with the school RN prior to the field trip if child-specific training is warranted.
- Staff member who will be administering medication on field trip schedules a time to meet with the health assistant to prepare medication either the day before or the morning of the field trip.
- Staff member trained to administer medication has to be the one who prepares medication together with health assistant.
 - Wash hands.
 - Compare information on the container with the medication authorization. o Remove medication container from locked location.
 - Compare name of student and medication container to be sure that they match. o Hands should not come in contact with medication.
 - If medication container has been prepared the day before field trip, they should be left locked in the health room until the morning of the field trip.
 - Medication should never be left unattended.

- ## II. Return from Field Trip:
- Return medication containers to health assistant immediately upon return to school.
 - Health assistant reviews medication records with staff member who administered medications to be certain all medications have been properly recorded. Then returned to the medication book in the health room for future use during the school year.
 - Return all medications to locked location in health room. If the medication is not given as ordered, the staff responsible for giving the medication on the field trip will notify the principal, health assistant, and parent/guardian immediately and properly document the variance according to directions on the Medication Error Form. The Medication Error Form is completed and the Health Services Coordinator is contacted.

DAY TRIP REQUEST

Teacher (s): _____ Grade Level: _____ Date Completed: _____

Trip Requested/Dates/Time: _____

Location of Trip: _____

of Students _____, # of Chaperones needed _____ (1 per 10 students)

Type of Transportation to be utilized: _____

Estimated Cost and funding source: _____ (We plan to charge \$_____per student.)

Objective: _____

Florida Standard(s):

How does the trip link to curriculum? (Educational Purpose/benefit)

What instruction will occur prior to the trip?

What follow up activities will strengthen the learning after the trip?

*Will there be any special exposures or any unusual aspects of the trip identified including, but not limited to:
(swimming, boats, or in/around water, animals, outdoor education)?*

Principal's Signature _____

OVER NIGHT TRIP REQUEST FORM

Date Submitted _____

Date of Trip _____

This form is to be completed, signed, and returned to Bookkeeper FIRST at least 60 days prior to the date of the activity. The (organization or class) _____ requests permission to sponsor the following field trip

(Activity name)

This trip will depart on _____(date) at _____(time) and return on _____(date) at _____(time).

Destination _____

Accommodation Location (overnight only) _____ tel. # _____

The academic purpose of this trip is (specify student performance standards):

What instruction will occur prior to the trip? _____

What follow-up activities will strengthen the learning after the trip? _____
(please add a separate sheet of paper if needed)

We plan to charge \$_____ per student.

Number of students attending _____ # of Chaperones _____ (1 per 10 students)

Parental permission slips must be on file with the front office at least one week in advance of the trip. Copies should be retained with the teacher on the trip.

Please attach a list of the Chaperones to this sheet

Transportation Company _____ Tel. # _____

Sponsor's name _____

Work tel. # _____ Cell tel. # _____

Is there a "per student" charge? _____ If yes, how much? _____

Is a substitute teacher needed? _____ Approximate cost of substitute teacher _____

Approval of Request:

_____ Sponsor/Person Requesting

_____ Risk Management/Insurance Approval

_____ Back up Sponsor

_____ Administrator Signature

_____ Bookkeeper

_____ School Board (if necessary)

_____ Activities Director/ A.P.

SUPERVISION AND CHAPERONE SELECTION

SUPERVISION

1. Supervise students at all times

Ensure supervision of students by an adult at all times. Remember the rule of thumb about supervision - if you can't see the students, you are not supervising them. Staff and chaperones must exercise close control over the students. Students on field trips can become overly excited and want to explore on their own.

Establish a process for regular accounting for all students and staff, both periodically and when activities change (such as before boarding the bus to return).

2. Determine how many and what kinds of chaperones are needed

Determine how many and what kinds of chaperones are needed for the trip. Establish the proper ratio of supervisors to students based on a case-by-case evaluation of each field trip. A higher number of supervisors will be required for more hazardous activities. Be sure to follow school district policy.

- a. Base the number of chaperones on an evaluation considering the number of students, age and maturity of the students, types of activities, facilities, duration of trip, type of transportation, and safety considerations (such as emergency procedures).
- b. There should be a minimum of two adults supervising a field trip, recommended minimum supervision ratio (adults to students) are 1:10.
- c. More and/or specifically qualified chaperones/staff may be needed for higher-risk activities, overnight stays (gender-specific), activities involving water, and those including behaviorally, physically or mentally challenged students.
- d. First aid/CPR-trained chaperones/staff are beneficial, at least one chaperone on the field trip is recommended.
- e. For supervision purposes, the number of chaperones and the seating of chaperones throughout the bus should be implemented to ensure proper supervision of all students. Each bus should have at least one staff member or chaperone other than the driver.

Volunteer Chaperone Selection

- Ensure that all volunteer chaperones:
 - At least 21 years old
 - Have completed the *School District Chaperone Form*
 - Criminally screened (*needed for overnight trips*)
 - Physically able to do the job
 - Able to work well with students
 - Are provided all relevant field trip information

SCHOOL FIELD TRIP PROCEDURES

PRE-TRIP TRAINING

Pre-trip training for both students and chaperones is important.

Have the field trip sponsor(s) provide a pre-trip orientation for the students and chaperones that might include the following topics:

- Behavior expectations, including the fact that school behavior and discipline rules apply on field trips
- Activities the students will be participating in
- Acceptable areas for the student to enter at the facility
- Special hazards that have been identified
- An itinerary of the trip
- A general map of the area
- The importance of washing hands after activities (especially if petting animals)
- The importance of staying with the group
- What to do if separated from the group
- Procedures for walking in high traffic areas
- Use of the buddy system
- Other related information

CLOTHING AND EQUIPMENT

Provide special clothing or equipment if needed.

If the special clothing or equipment is not necessary then just notify the parent/guardian of the student in advance it they will be responsible for providing the required clothing or equipment needed for the trip (*example- sunscreen, old clothing or shoes if they may get wet or muddy, etc....*). Check each participant for proper clothing and equipment on the day of the trip to ensure it is provided.

VALUABLES AND MONEY

Arrange for security of possessions (if needed) or encourage students not to bring valuables.

SDIRC IN STATE FIELD TRIP CHECKLIST

DEADLINES	TASKS	CONTACT PERSON
On or before September 30	Administrator informed about field trip (<i>1-3 trips per grade level each year</i>). Administrator approves field trip (<i>Document approval. Administrator signature required</i>).	
	Curriculum/State Standards documented (<i>School selected trips must link directly to classroom instruction</i>)	
	Schedule for field trip cleared, placed on the school calendar. Notify secretary when approved.	
	Contact the Risk Management Office by email to determine insurance requirements. The email address is : Dist.CO.RiskManagementIncidents@indianriverschools.org	
3 months in advance	Field Trip site contacted, field trip is tentatively organized and scheduled. Tentative budget drafted. *Important: Price for field trip is verified!	
	Insurance Requirements have been finalized and approved with the Risk Management office.	
1 month in advance	Transportation request submitted.	
	Parent and Teacher Chaperones identified. Verify that parents have filled out the chaperone form. Parent Chaperone list submitted to office. (<i>Keep a copy of this for your records</i>).	
	Identify students with a financial hardship and report to the office.	
	Written request for lunch completed and submitted to school Cafeteria Manager. (<i>Keep a copy for your records</i>). Identify any students who have food allergies and special dietary requirements.	
	Communicate with team, Health Assistant and/or parents to identify students with health-related issues and/or medication requirements.	
	Student permission slips received and filed with the front office. Copies should be retained with the teacher on the trip.	
	Adjustments made to the elective/special schedule (<i>if needed</i>). Notify the Elective/Special Area Teachers and front office of the changes.	
One (1) week in advance	Students, teacher and parent chaperones briefed about field trip. (<i>address proper attire and behavior during field trip including consequences</i>).	
Three (3) Days in advance	All monies collected turned in and properly receipted. Payment received by field trip site. (If not, P.O. should be tracked).	
	Student rosters submitted to the office with an alternative plan for students not attending the trip.	
One (1) Day in advance	Packed lunches confirmed for pick up.	
Field Trip Day!	List of student rosters verified for attendance submitted to office personnel prior to departure. Smile! ☺	

SDIRC PROCEDURES FOR OUT-OF-STATE TRIPS/TRAVEL

ALL OUT-OF-STATE TRIPS MUST BE APPROVED BY THE SCHOOL BOARD. NO STUDENT OR GROUP WILL BE ALLOWED TO ATTEND AN OUT-OF-STATE FUNCTION/EVENT WITHOUT BOARD APPROVAL.

The following procedures **must** be followed for all out-of-state trips. This includes trips for students, teachers/staff, and administrators.

Procedures:

1. Once a group/individual has been invited to attend an out-of-state competition, conference, etc., the Sponsor **must immediately inform** the Principal.
2. The Principal must then immediately begin the process to gain final approval for travel out-of-state. The Principal or principal designee will **prepare** and **review all paperwork** (including writing a letter to the Superintendent to include in final packet) concerning this request. Please include the following details in the letter of request:
 - Event/competition name
 - Dates
 - Location
 - Who will be attending (how many students & how many chaperones)
 - Travel information (car, bus, and/or air arrangements)
 - Financial information (how school plans to fund trip)
 - Any cost to students, if so how much
3. The Principal/principal designee will submit to the **Risk Management Office** the following:
 - Authorized Letter of request (with all backup information reference #2 list)
4. Insurance requests received before September 30th will not be assessed an additional insurance premium cost.
5. Insurance request received after the deadline must contact the Risk Management office by email as soon as possible to determine insurance requirements and associated cost. The email address is : Dist.CO.RiskManagementIncidents@indianriverschools.org. The cost of the insurance shall be paid by the school to the Risk Management Office before the trip is approved.
6. Overseas trips will be assessed an additional insurance premium. Insurance request received after the deadline must contact the Risk Management office by email as soon as possible to determine insurance requirements and associated cost. The email address is : Dist.CO.RiskManagementIncidents@indianriverschools.org. The cost of the insurance shall be paid by the school to the Risk Management Office before the trip is approved.

7. Charter buses out of town must be pre-approved with the Risk Management Department.
8. Late Request must be received two weeks in advance to ensure processing time.
 - There is no guarantee that insurance will be issued. Be sure to contact the Risk Management Office as soon as possible to determine availability.
9. Once insurance verification has been received, please submit your completed field trip packet to the **Director of Academic Success and school principal**. They will place the item on the next School Board Agenda.

Completed field trip packet includes:

- Letter to the superintendent (with all backup information reference #2 list)
 - Certificate of Insurance
 - Charter bus approval if applicable.
 - Sample parental permission slip.
10. Principal/principal designee confirms that all permission documents have been signed and turned in to the School. A file of all documentation should be kept on file in the School office.
 11. Principal/principal designee is responsible to verify that all above procedures have been completed **prior** to the trip departure dates. Principal/principal designee **must attend** the scheduled School Board Meeting to answer any questions that may arise.

**** PLEASE NOTE:** *The School Board approval time frame could possibly take up to eight weeks. Please plan accordingly, as Board approval is required prior to leaving on your trip. If students have to travel as a result of winning a competition, this process should be completed within 6 – 8 weeks, contingent upon date all information is received by the Curriculum and Instruction and Risk Management department.*

*******Incomplete field trip packets will be returned to the Principal to be completed. *******

SAMPLE FIELD TRIP STUDENT ROSTER FORM

DATE OF TRIP: _____

GRADE LEVEL/CLASS: _____

TIME OF DEPARTURE: _____ TIME OF RETURN: _____

Attending the Trip:

- | | |
|-----|-----|
| 1. | 15. |
| 2. | 16. |
| 3. | 17. |
| 4. | 18. |
| 5. | 19. |
| 6. | 20. |
| 7. | 21. |
| 8. | 22. |
| 9. | 23. |
| 10. | 24. |
| 11. | 25. |
| 12. | 26. |
| 13. | 27. |
| 14. | 28. |

Not Attending:

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |
| 6. | _____ |

Supervision Provided By:

SAMPLE FIELD TRIP PERMISSION FORM (NAME OF FIELD TRIP HERE)

Contact (your name) @ (your phone/e-mail here) for questions or more information.

This is to certify that my son/daughter, _____ ID# _____ has permission to take part in the (Name of Field Trip) representing Indian River County School District School and he/she has my permission to be transported with school bus transportation on (date of field trip).

Students will leave the school at (insert time) and will return at (insert time).

The cost per student will be \$ insert amount. The payment is due, payable in cash or check by insert date.

This cost will cover:

- Admission
- Bus Transportation
- Lunch
- _____
- _____

If lunch is not checked to the left, select one of the following:

- My student will bring a bag lunch
- Please order a school lunch for my student from his/her account
- Please purchase my student's school free/reduced lunch from his/her account
- My student will bring at least \$ insert amount to purchase a lunch on the field trip

EMERGENCY CONTACT INFORMATION:

Student Address: _____

Student Cell #: _____ Home phone #: _____

Parent/Guardian Name: _____ Employer: _____

Home #: _____ Work #: _____ Cell #: _____

Insurance Information: _____

Known Allergies/Medical Conditions: _____

I/We hereby grant consent to any and all health care providers designated by IRCSD employees to provide my child with any necessary medical care as a result of any injury or illness. Furthermore, I/We, agree to hold harmless the School District of Indian River County to indemnify them against any and all claims, demands, penalties, judgments, court costs, attorney's fees, and liabilities of every kind and nature whatsoever in connection with any injury or claim of any kind as it pertains to this field trip.

Date Parent/Guardian Signature

CHAPERONING:

_____ Yes, I would like to chaperone this field trip. Please contact me with more information if you need assistance.

My name is: _____ My phone number is: _____

e-mail address: _____

SAMPLE FIELD TRIP PERMISSION FORM CONTINUED:

ELIGIBILITY/REFUNDS

Students assigned in-school or out-of-school suspensions on the day of the trip will not be eligible to participate in the field trip. All efforts will be made to refund the costs of admission to students ineligible due to discipline or who have an excused absence the day of the field trip. If monetary refunds cannot be given, the entry ticket will be given when possible. Refunds are not guaranteed.

PARTICIPATION BEHAVIOR AGREEMENT

I, _____, understand the eligibility and refund conditions as stated above and the importance of good behavior on my part during this field trip. I further understand that I will abide by the following requirements in order to attend.

1. I must meet with the trip sponsors/teachers before the trip to receive details of what is expected.
2. I will follow school/district dress code.
3. I will be subject to rules and regulations governing conduct at school while traveling and while at destination.
4. I will be subject to disciplinary action upon returning to school should I violate SDIRC Code of Conduct.
5. I will be refused permission to participate in the activity and forfeit all monetary investment if, in the opinion of the principal or delegated representative, I display improper conduct, become unruly, or appear under the influence of drugs or alcohol before departure.

Date

Parent/Guardian Signature

Student Signature

SAMPLE FIELD TRIP PERMISSION FORM

Our class is going on a field trip to: _____ on

_____ (date). The purpose of this trip is to _____

_____. The cost of the trip is _____.

We will be going by (circle one) *BUS, CAR, WALKING*, leaving promptly at _____ and will return to school at _____.

Your child will need to bring _____

Your child will need to wear _____.

PERMISSION FORM – PLEASE RETURN THIS PORTION BY _____.

____ Yes, my child _____ has my permission to attend the field trip.

(first & last name)

____ No, my child _____ may not attend the field trip.

(first & last name)

____ Yes, I can chaperone if needed. Name: _____

Please call me at _____

(Must have a chaperone form filled out and approved, it takes 2 weeks for approval.)

Additional Information (please list any health-related issues, medication requirements, food allergies or special dietary requirements):

I/We hereby grant consent to any and all health care providers designated by IRCSD employees to provide my child with any necessary medical care as a result of any injury or illness. Furthermore, I/We, agree to hold harmless the School District of Indian River County to indemnify them against any and all claims, demands, penalties, judgments, court costs, attorney's fees, and liabilities of every kind and nature whatsoever in connection with any injury or claim of any kind as it pertains to this field trip.

Parent Signature _____

Phone _____

SAMPLE FIELD TRIP CHAPERONE ROSTER FORM

Name

Chaperone Form on File and Approved

1. Yes No
2. Yes No
3. Yes No
4. Yes No
5. Yes No
6. Yes No
7. Yes No
8. Yes No
9. Yes No
10. Yes No
11. Yes No
12. Yes No
13. Yes No
14. Yes No
15. Yes No
16. Yes No
17. Yes No
18. Yes No
19. Yes No
20. Yes No

GUIDELINES FOR FIELD TRIP CHAPERONES

Thank You for Your Support!

The School District believes that field trips provide a valuable educational experience for students. Without the help of volunteer chaperones like you, many field trips would not be possible. We thank you very much for giving your time and support to these important activities.

In order to help ensure that District-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Becoming a Volunteer Field Trip Chaperone

Because student safety is paramount concern, the District requires all parents to fill out a chaperone form at least (2) weeks prior to the field trip. Chaperones must receive clearance/approval from administration in order to participate on the trip. The District also requires that volunteer chaperones be at least 21 years old.

Guidelines for Volunteer Chaperones

Prior to your field trip, the supervising staff member will provide you with information regarding the activities planned for the trip, expectations for supervising students, and emergency procedures. In addition, we have developed the following general guidelines to help you perform your duties as a chaperone. If you have any questions regarding these guidelines, please contact the supervising staff member or the building principal.

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol
 - may not use tobacco in the presence of, or within the sight of students
 - may not possess any weapon
 - may not administer any medications, prescription or nonprescription to students
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Go over use of the buddy system with students under your care. Account for all participants regularly and before changing activities. Be sure you know when and where to meet the rest of your group at the end of the trip. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.

I acknowledge that I have received the copy of the "Guidelines for Field Trip Chaperones," have read these guidelines, and agree to comply with the guidelines as a school chaperone. I/ hereby grant consent to any and all health care providers designated by IRCSD employees to provide any necessary medical care as a result of any injury or illness. Furthermore, I agree to hold harmless the School District of Indian River County to indemnify them against any and all claims, demands, penalties, judgments, court costs, attorney's fees, and liabilities of every kind and nature whatsoever in connection with any injury or claim of any kind as it pertains to this field trip.

Name _____
Printed Name

Date _____

Name _____
Signature

Phone _____



Book	Policy Manual
Section	9000 Community Relations
Title	VOLUNTEERS
Code	po9200
Status	Active
Adopted	February 14, 2017
Last Revised	January 23, 2023

9200 - **VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the school staff who are responsible for the conduct of those programs and activities. A school volunteer is any non-compensated person who may be appointed by the Superintendent. School volunteers may include, but are not limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff.

The Superintendent is responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall develop procedures in accord with this policy which must include, but not be limited to, requirement that each volunteer who may be expected to assume responsibility for the health, safety and welfare of students have a clear understanding of Florida law and District rules, policies and regulations relevant to the volunteer's responsibilities.

Application and Background Check

Prospective volunteers must complete an application and background check in accordance with Florida law.

Volunteers must complete a background screening pursuant to F.S. 435.12.

Volunteer applicants who will work with students in a supervised manner (in sight of supervising staff) are required to complete a background check against the Florida Department of Law Enforcement (FDLE) sexual predator/sex offender registry.

Volunteer applicants who will work with students in an unsupervised manner (out of sight of supervising staff) are required to pass a Level 2 criminal background screening and screening pursuant to F.S. 435.12.

The Superintendent may require a Level 2 criminal background screening and screening pursuant to F.S. 435.12 for any other situation or activity deemed appropriate.

All criminal records checks are conducted, through the Human Resources Department and a fee applies at the volunteer's expense. However, if the volunteer demonstrates financial hardship, a school source may be used to offset the expense if resources are available.

The volunteer application shall require that the applicant disclose if s/he has ever been convicted or had adjudication withheld in a criminal offense, other than a minor traffic violation, or if any criminal charges are pending. For purposes of this policy, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld. (F.S. 943.0435)

An applicant who is found through background screening to be included in the FDLE sexual offender/predator registry or who has been convicted of any crime involving moral turpitude, as defined by rule of the State Board of Education, or otherwise found ineligible for employment under F.S. 1012.315, shall not be approved as a volunteer in any position that requires direct contact with students.

The Principal at each school shall be responsible for approving or denying applications.

Duty to Report Known or Suspected Cases of Child Abuse, Abandonment, or Neglect

All volunteers must abide by Board Policy 8462 – Student Abuse, Abandonment, and Neglect and are required to review it during the application process.

Duties

Duties assigned to school volunteers shall be consistent with Florida law and State Board of Education rules. Volunteers must agree to abide by all Board policies and District guidelines while on duty as a volunteer, including signing, if appropriate, the District's Technology Access Agreement Forms. The Principal shall be responsible for assigning duties of school volunteers.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times.

Volunteers shall not:

- A. establish instructional objectives.
- B. make decisions regarding the relevancy of certain activities or procedures to the attainment of instructional objectives.
- C. make decisions regarding the appropriateness of certain teaching materials for accomplishing instructional objectives.
- D. make judgments regarding the attainment of instructional objectives, unless these judgments are based upon clear and objective criteria (such as specific achievement standards on a true-false test).

Confidential Information

Volunteers shall maintain strict confidentiality of all school or classroom information to which they have access while performing their volunteer activities. Volunteers shall be allowed access to personally identifiable student information only with approval of the Principal and to the extent necessary to fulfill an assigned activity that would otherwise be performed by a District employee. Volunteers must have a legitimate educational interest in order to access student information.

Legal Protection

Pursuant to Florida law, a school volunteer who has been duly approved by the Superintendent shall incur no civil liability for any act or omission by the volunteer that results in personal injury or property damage if the volunteer was acting in good faith within the scope of the official duties performed under such volunteer service; the volunteer was acting as an ordinary reasonably prudent person would have acted under the same or similar circumstances; and the injury or damage was not caused by any wanton or willful misconduct on the part of the volunteer in the performance of their volunteer duties.

Removal of Volunteers

Volunteers are expected to conduct themselves in a professional manner. Volunteers who act unprofessionally, fail to abide by Florida law and/or Board policies, or otherwise act in a manner contrary to the expectations of an employee of this District may be removed as an approved volunteer by the Principal. Volunteers who fail to fulfill their duties may also be removed by the Principal.

Workers' Compensation Coverage

Volunteers will be covered by the District's workers' compensation insurance policy. All volunteers must sign in when arriving on school grounds and sign out when leaving school grounds. Failure to do so may result in a denial of workers' compensation insurance coverage.

Records

The Superintendent will require that accurate records be maintained of volunteer hours of service, duties and training.

Revised 1/23/23

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Legal F.S. 435.04
 F.S. 768.1355
 F.S. 943.0435
 F.S. 1001.41
 F.S. 1001.42
 F.S. 1001.43(5)
 F.S. 1002.23

F.S. 1012.01(5)

F.S. 1012.27

F.S. 1012.315

F.A.C. 6A-10.083, Standards Relating to Gross Immorality and Acts of Moral Turpitude

20 U.S.C. 1232g, Family Educational Rights and Privacy Act

34 C.F.R. 99.31

SDIRC Contacts

Human Resources - Blanca Orozco, Fingerprint Specialist (772) 564-3024

Risk Management – (772) 564-3129 or (772) 564-3130

Finance – Ronald Fagan, Chief Financial Officer (772) 564-3180 or Kim Copeman, Director of Finance (772) 564-3036

Internal Accounts – Brittany Brown, Staff Accountant (772) 564-3177

SDIRC School Contacts

ELEMENTARY

Beachland (772) 564-3300

Citrus (772) 978-8350

Dodgertown (772) 564-4100

Fellsmere (772) 564-5970

Glendale (772) 978-8050

Indian River Academy (772) 564-3390

Liberty Magnet (772) 564-5300

Osceola Magnet (772) 564-5821

Pelican Island (772) 564-6500

Rosewood (772) 564-3840

Sebastian Elementary (772) 978-8200

Treasure Coast (772) 978-8500

Vero Beach Elementary (772) 564-4550

MIDDLE

Gifford (772) 564-3550

Oslo (772) 564-3920

Sebastian Middle (772) 564-5111

Storm Grove (772) 564-6400

HIGH

Sebastian River High (772) 564-4170

Vero Beach High (772) 564-5600/564-5800 (Freshman Learning Center)

SPECIALIZED

IR Prep (772) 564-6240

Wabasso School (772) 978-8000