



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

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Contact:

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Action By:
Immediately

TO: All Principals

FROM: Michael J. Burke, Chief Operating Officer *MJB*

SUBJECT: INSURANCE AND LOSS PREVENTION GUIDELINES FOR SPECIAL EVENTS

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, on or off campus.

The purpose of this bulletin is to introduce a guide to assist schools and school-based organizations such as; PTAs, PTOs, Project Graduation, and Booster Clubs in selecting appropriate fund-raising activities, special events, and sponsored programs; as well as determine which need outside insurance. The goal is for schools and school-based organizations to put on safe and successful events. This publication is also provided to protect the financial assets of the School District of Palm Beach County.

The Guide is located at the following link:

<http://www.palmbeachschools.org/riskmgmt/Safety/documents/InsuranceandLossPreventionGuidelinesforSpecialEvents.pdf>

The TrainU course is located at the following link: <http://trainu.palmbeach.k12.fl.us/course/view.php?id=1846>

If you have any questions, please do not hesitate to contact Julie Sessa. Thank you.

EWG/MJB/DH/JS:lm/lb

Approved: _____

[Signature]
E. Wayne Gent, Superintendent