

## Celebrating our Success

### 2018 PRIMA Achievement Award

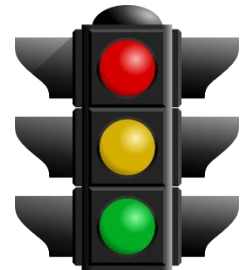
Product Category Winner for the Special Event Risk Planning Guide  
For Events, Leasing, School Activities and Field Trips.

#### Background

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 **Special Events Risk Planning Guide** (SERPG) is designed to assist school administrators in being “Risk Informed” and this resource is to be used in planning special events, leasing, school activities, and some field trips. The SERPG is to be used in coordination with **PBSD 2498 - Risk Planning Tool** along with the policies and directives set by the School Board of Palm Beach County and each Department.

In order to make the content easy to understand, activities have been divided in three categories; **Red Light** (not allowed), **Yellow Light** (allowed with conditions) and **Green Light** (allowed, go!).

**\*Insurance and Hold Harmless are required when using vendors for any listed event.**



**RED LIGHT ACTIVITIES** are prohibited activities under Board Policy and not approved for use on or off school District Property.

**YELLOW LIGHT ACTIVITIES** require additional precautions and there is some risk involved. Occasionally, schools and school based organizations want to sponsor activities that require additional insurance coverage, waivers of liability and certificate of insurance. Schools, PTA and PTO must adhere to any special arrangements and conditions. The event / club sponsor, lessor or lessee (PTA, PTO) should complete PBSD 2498 that is designed to help assess the risk(s) involved with any special events on District property. Once completed route to the School’s Principal / Department Head for review and if additional assistance is needed reach out to the designated Safety Technician or the Insurance Specialist with any additional questions.

**GREEN LIGHT ACTIVITIES** and events listed on the **GREEN** pages of this guide. **GREEN** light activities are divided into two (2) categories: Category #1 – Green light activities with school staff purchasing supplies and/or food and running the event. Category #2 – Green light activities that are school sponsored with a vendor managing all or a portion of activities.

The tool has been used, rewritten and updated during the last five school years and spawned a Water Related Field Trip and Activity, Risk Planning Guide in FY-2017.