

West San Gabriel Liability & Property JPA

Risk Management Guidelines for Associated Student Body or School Site Activities & Events

Dos and Don'ts

Activity Checklist



The following guidelines are provided for planning Associated Student Body (ASB) or



GREEN LIGHT

Approved activities and events are listed below.

Under no circumstance should any ASB Organization, School Site or District representative sign a Hold Harmless Agreement for a vendor/concessionaire/service provider, or agree in any way that the ASB or School Site will be held responsible for liability. Review all contractual arrangements very carefully to make sure that they do not contain such provisions. If a contract includes a Hold Harmless Agreement contact the Risk Management Department prior to signing.

All food activities need to observe food handling safety guidelines attached. These activities are indicated by "**"

After-School Treats*
Arts & Crafts Activities
Auction/Silent Auction
Bake Sales*
Balloon Artist (blows balloons up by mouth – no gases used, makes hats, animals, etc.)**possible (3)
Band Concerts – No rock, rap, hip hop
Baseball Toss Through Target
Bean Bag toss
Bike Displays
Book Fair
Bowling
Calendar Sales
Candy Sales
Carnivals Without Powered Rides and Amusement Vendors (refer to **YELLOW LIGHT** list)**possible (3)
Christmas Tree Sales (No cutting)**possible (3)
Colored Sand Painting
Community Forums
Confetti Eggs
Cookbook Sales
Costume Carnival and Costume Rentals**possible (3)
D.J.'s**possible (3)
Dances**possible (3)
Dinners (pasta, crab, international, barbecue, etc)*
Enrichment – academic only (refer to exclusions on **RED LIGHT** list)
Egg Toss
Face Painting
Fashion Shows **(3)
Fish Ping Pong
Food Sales*
Football Throw Through Target
Fortune-Telling
Gift Wrap Sales
Gift Wrapping
Greeting Card Sales



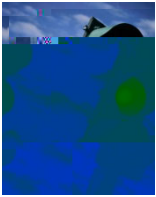
Approved Activities and Events (continued)

Hobby Shows
Ice Cream Socials*
I.D. Bracelets
Jail Auctions
Karaoke**possible (3)
Line Dancing
Magazine Sales
Magic Shows**possible (3)
Math Fair
Mouse Trap Maze (wear Velcro suits, move through Velcro maze, try not to touch sides. No launching devices.)**(3)
Movie Night
“Nerf” Bow and Arrow
PEE Wee Golf**(3)
Performing Arts
Pencil Sales
Picnic-Type Games (Not competing against other schools or classes)
 3-legged Race Puzzle Race
 Basketball Shoot Sack Race
 Bowling Softball Throw
 Jump Rope Volleyball
 Potato Race Obstacle Course (on ground level only)
Pizza Night*
Plant Boutiques
Popcorn Sales*
Reading Night
Ring Toss
Rummage Sales, White Elephant Sale, Flea Market
Sale of Logo Items
Scarecrow Competition
School Play
Science Fair
Silhouettes
Snack Food Sales*
Snow Day**(3)
Spelling Bee
Sponge Toss Using Goggles
Storytellers/Performers**possible (3)
T-Shirt Sales, Sweatshirts, Jackets etc.
Talent Shows
Water Balloon toss
Water Bottle Sale
Yearbook Sales

****Indicates the activity may require an outside person/entity provide proof of insurance and add SAMPLEUSD as an additional insured party.**

Guidelines for handling food

1. Wash hands before touching food.
2. When handling unwrapped food, use gloves.
3. If gloves not available, use appropriate serving utensils.
4. If money is being collected, have one person taking money and another handling food.
5. Keep hot food hot (over 135°) and cold food cold (under 40°) before and during serving.
Bagged ice in between pans or under food can help keep food cold.
A crock pot plugged into a working outlet will keep hot food hot.
6. If this cannot be accomplished, do not hold protein foods for more than 3 hours. Protein and other potentially hazardous foods include:
 - dairy products
 - meat/poultry
 - fish
 - eggs
 - legumes (pinto beans, etc.)
 - raw fruits and vegetables
7. If cutting foods that are not going to be cooked, use separate cutting board and knife for protein foods vs. fruit/vegetables/desserts.
8. Toss left-overs (especially protein and other potentially hazardous foods) after 3 hours.
9. Anyone experiencing diarrhea and/or vomiting within the past 72 hours should not be around the food.
10. Shoulder-length hair should be tied back.



YELLOW

Restricted Activities and Events

Occasionally, ASB's want to sponsor activities which may require additional insurance coverage, waivers of liability, certificates of insurance or other special arrangements. ASB's must strictly adhere to ASB guidelines. All conditions must be met and/or the District Risk Management Department consulted before undertaking any activities listed on the YELLOW pages.

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- Aerobics (1)
- Athletic Events (2) (4) (5) (6)
- Ballet or Dance Classes (1)
- Bike Rodeo (2)
- Bingo (9)
- Broom Hockey – protective equipment must be worn (2)
- Cake Walk (8)*
- Camps – Outdoor Enrichment and Science (1) (3) (4) (11)
- Carnivals with Powered Rides and Amusement Vendors (2) (3) (4) (11)
- Charter Services, Limousine Services, Any For-Hire Transportation (3) (4) (8) (11)
- Craft Fairs, Holiday Boutique and Swap Meets (3) (4)
- Drill Team (1)
- Field Trips (1) (3) – if questions, then (4)
- Go-Carts (2) (3)
- Hayrides (3) (4)
- Hypnotist (3)
- Jog-A-Thon/Leg-A-Thon/Walk-A-Thon (1) (6)
- Interactive Games (1) (3) (11)
- Litter Cleanups (2) (10)
- Opportunity Drawing Tickets (9)
- Skate Night (1)
- Snack Food concessionaire – Hired (3) (4) (11)*
- Space Ball (3)
- Swim Classes (1) (7)
- Swim Party (1) (7)

Virtual Realities (3) (4) (11)

CONDITIONS

- (1) Obtain a signed Voluntary Excursion/Field Trip form from each student's parent or guardian. A waiver may be signed for a whole year's activities; place it in the school packet at the beginning of the year. You will need to adapt and add the wording "as respects all (School name) sponsored events for the school year. Anyone eighteen or older may sign his/her own waiver. (See page 9 English and page 10 Spanish.) Any employee who wishes to participate in

Activities and Events Prohibited

The District has adopted certain policies regarding permissible ASB and School Site activities or events, in order to minimize the risk of exposure. It is the policy of the District to prohibited activities because they are dangerous and jeopardize the safety of our children. Such activities also jeopardize the insurance coverage for the District.

The following activities and events are prohibited. Under no circumstances should any ASB Organization, School Site or District representative sign a Hold Harmless Agreement for a vendor/concessionaire/service provider, or agree to any activity that the ASB or School Site will be held responsible for.

Alcohol Sales
Aircraft Demonstrations
Animal Rides

Safe House
Slam Dancing (Moshing, Stage Diving)
Sumo Wrestling

**EXCURSION VOLUNTARIA/AVISO DE VIAJE DE ESTUDIOS Y
AUTHORIZACION MÉDICA – PARA MENORES DE EDAD**

Estimado Padre/Guardián:

Por favor complete y regrese dos copias firmadas de este formulario a _____

Mi hijo/a _____ tiene mi permiso para participar en la siguiente **actividad voluntaria** _____

Destino: _____

Fecha y Hora de Salida: _____ Fecha y Hora de Regreso: _____

Por medio de la presente doy mi autorización para que en caso de enfermedad o lastimadura, mi hijo/a reciba cualquier examen de rayos-x, anestesia, diagnostico medico o tratamiento, dental, u hospitalización que se considere necesaria según lo determine el médico o cirujano o dentista encargado, y administrado bajo la supervisión de un médico del hospital o de las instalaciones que proveen los servicios médicos o dentales.

Según establecido en el Código de Educación de California Sección 35330, Entiendo que mantengo al Distrito Escolar Unificado Corona-Norco, sus oficiales, agentes y empleados libres de cualquier responsabilidad, quejas, que puedan surgir de o en conexión con la participación de mi hijo/a en esta actividad.

Entiendo totalmente que los participantes deben cumplir con todas las reglas y reglamentos que gobiernan la conducta durante el viaje. Cualquier infracción de estas reglas y reglamentos pueden resultar en que ese individuo sea enviado a su casa a costo de sus padres/guardianes.

Firma del Padre/Guardián: _____ Fecha: _____

Domicilio: _____ Teléfono: _____

Firma del Estudiante: _____ Fech. de Nac. _____

Nombre de la Compañía de Seguro Médico #de Póliza Domicilio

Una nota especial para los Padres/Guardianes: (1) Todos los medicamentos deben estar anotados en este formulario; (2) Todos los medicamentos, excepto aquellos medicamentos que el estudiante deba traer consigo para uso de emergencia, los debe mantener y distribuir un miembro de la facultad; (3) Marque aquí () si hay algún problema en especial que el personal escolar deba saber y que no requiere medicina durante el viaje; (4) Si el estudiante deben tomar alguna medicina, por favor anótela aquí: (Nombre y razón del medicamento) _____ Si su hijo/a tiene algún problema de salud específico, por favor adjunte a esta hoja una descripción del problema.

SAMPLE UNIFIED SCHOOL DISTRICT

STUDENT EXCURSION & TRANSPORTATION AGREEMENT

STUDENT NAME _____

ACTIVITY/EXCURSION _____

I understand the SAMPLE School District is providing transportation to

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Notwithstanding any insurance coverage which may be in effect, and in addition to any additional undertakings referred to herein, Applicant agrees at all times to protect, indemnify, and hold SAMPLE Unified School District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees free and harmless, and to provide legal defense, from any and all liabilities, claims, losses, judgments, damage, demands or expenses resulting from the Applicant's use or occupancy of the District's facilities and/or the active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees, specifically including, without limitation, any liability, claim, loss, judgment, damage, demand, or expense, arising by reason of:

1. the loss of or damage to any of the District's facilities including any building, structure, or improvement thereon, or any equipment to be used therein;
2. the injury to or death of any person including, but not limited to, the officers, members, representatives, agents, guests, invitee, and/or employees of the Applicant or of the District; or
3. damage to any property arising from the use, possession, selection, delivery, return, condition or operation of the District's facilities. Applicant further agrees to reimburse the District for all liabilities, claims, losses, judgments, damage, demands, expenses, fines, penalties, including reasonable attorneys' fees imposed or incurred by the District because of the Applicant's use or occupancy of the District's facilities and/or active or passive negligence of the Applicant or of the District, its Board of Trustees, officers, members, representatives, agents, guests, invitee, and/or employees.

Name (Print) and Signature

Date