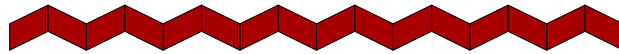


Sponsorship of Activities & Events



The question of who sponsors an event, an individual school within Fairfax County Public Schools (FCPS), a PTA, a booster club, or another independent organization, is an important one. Without the answer, an activity or event may have inadequate insurance protection, and organizers may be unexpectedly (and personally) exposed to potential liability!

What is the answer? Most activities or events can be sponsored by any of the above, with the decision usually made by the local school principal. To help FCPS principals make informed decisions, two checklists have been developed.

1. If the activity or event is to be FCPS-sponsored, or co-sponsored, follow these guidelines:

- Clearly advertise the activity or event as FCPS-sponsored (or co-sponsored).
- Be sure that supervision of the planning, organizing, and completion of the activity or event is by an FCPS employee (full-time), and that an FCPS employee (full-time) is present at the activity or event (though not necessarily the same employee).
- Be sure that parents or guardians of student-participants under the age of majority are furnished with **detailed information** about the activity or event, and they provide written permission for their child to participate (students of majority age must also be given this information and must provide their own written permission).
- Do not allow the school facility to be used in connection with the activity or event without adhering to appropriate Community Use directives (Regulations 8420, 8424, & 8426).

2. If the activity or event is not to be FCPS-sponsored, then follow these guidelines:

- Do not advertise it as FCPS-sponsored.
- Be sure that the PTA, or boosters, or any other organization plan and organize it, not an FCPS employee (full-time, part-time, stipend), nor a FCPS contractor or FCPS volunteer, while working for FCPS.
- Do not allow school letterhead to be used to advertise or convey any information about the activity or event--if school marquees are used, be sure it clearly states the sponsor.
- Do not use the school facility in connection with the activity or event without the sponsoring entity adhering to appropriate Community Use directives (Regulations 8420, 8424 and 8426).
- Remind the other organization that it is responsible for providing its own liability insurance (as well as any other appropriate coverage).

The non-FCPS sponsoring organization can be a single parent, or group of parents, or a private, commercial business; it is not limited to PTAs or booster clubs. If a contract is involved, Risk Management may agree to review it for that organization. Also, different activities and events have different sets of circumstances; so, making generalizations is dangerous. If in doubt, call Risk Management.