

Responses to the PTO Questions Regarding Insurance November 2, 2011

Q1: Does our PTO have the option to purchase additional types of insurance from the district's carrier?

A1: If the PTO hosts a special event where alcohol is being sold and/or served, the carrier strongly recommends purchasing a special events policy. These policies, which usually last 24 hours and cost approximately \$500 to \$1500, can be acquired for a PTO through the district's Collective Liability Insurance Cooperative (CLIC).

Q2: What additional types of insurance does the district's carrier recommend we acquire to supplement our general liability policy?

A2: The carrier recommends that PTOs purchase their own crime policy (relates to the maintenance of books in conjunction with fundraising). This type of policy costs between \$300 and \$1000, with the final premium being determined by the information provided in the application and the level of risk/exposure that is involved.

Q3: Do we need to notify the district if the date of an approved PTO event changes? If so, what is the process?

A3: While you do not need to notify the carrier of a date change, you should always let the district administration know when a change occurs. In addition, the district must present all events covered under our insurance to the Board of Education for review and approval on an annual basis.

Q4: Is there a list of things the carrier excludes from our policy (e.g., bouncy castles)?

A4: Any vendor or supplier who provides the district and/or PTOs with any goods or services is required to provide a Certificate of Insurance. As for items that are excluded, the CLIC policies cover events such as carnivals and items such as bouncy castles. However, you should always have the vendors or suppliers handle the set up and breakdown of the equipment they provide. Doing so protects the PTOs and district should there be a defect or malfunction in the equipment.

Q5: From what date to what date does the district need Certificates of Insurance for events being held this year?

A5: The policy dates correspond with the district's fiscal year, which is from July 1 to June 30. Certificates of Insurance are issued for all events held during that time period, which means the practice/process must be implemented immediately if it is not already taking place.

Q6: Does the district's coverage change if a PTO member is being paid to provide a service instead of providing it on a volunteer basis?

A6: If a PTO member is being paid to provide a service, he/she becomes a vendor or third party and needs to provide a Certificate of Insurance.

Q7: Is there a preferred Liability Waiver that we can include in the registration materials for our after-school programs?

A7: We forwarded this request to our legal counsel and are awaiting a response.

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