



## Special Event Reporting Process

**All special events sponsored and/or facilitated by the school must be reported to PCPO via the Special Event Liability Form.**

A 'special event' is any activity beyond that of a 'typical' school day. These include activities that take place off site and include non-enrolled children and adults other than primary caregivers of enrolled students.

Examples of reportable events include:

- Field Trips
- Community Social gatherings
- Fundraising events (Jog-a-thons, Auctions, etc)
- Dine Out/Restaurant Nights
- Parent's Night Out
- Open Houses

**Special Event Liability Form** must be received 6-8 weeks prior to the event.

The purpose of this form is for schools to share event details to the group insurance program to help address insurance needs and concerns.

**Special Event Risk Assessment form** is recommended but not required.

The Risk Assessment form is meant as a tool to help schools identify risk factors during the planning stages of their events.

*Please note: not all events will incur the fee assigned to the risk score, and not all risk factors influencing fees are represented on the form.*

**Field Trips** may be reported via the Field Trip Reporting Form located on the PCPO website.

### Special Event Reporting Process

1. School submits completed Special Event Liability form (and optional Risk Assessment Form) 6-8 weeks prior to day of event.\*\*
2. PCPO reviews forms and will ask follow-up questions as needed.
3. School responds promptly to requests for follow up information.
4. PCPO will inform school when insurance needs are satisfied, and any fees associated with the event.
5. PCPO will bill school for any fees later in the year.

### Special Insurance Needs

Occasionally, a venue or vendor may ask the school to provide a certificate of insurance or additional insured status on our policies. This must be noted on the Special Event Liability Form and requested 6-8 prior to the event. Supply the exact contract language whenever possible.

### Alcohol

PCPO has specific requirements for events which include alcohol. Please see the PCPO Guide to Alcohol and Events for more information.

**Service Charges** may be assigned to late and non-reported events. See PCPO insurance policies for more information.

\*\*PCPO understands that certain events, especially field trips and dine-out type fundraisers, may come together sooner than 6-8 weeks prior. To avoid service charges, the school is expected to submit forms as soon as possible with a note of explanation.

# ALCOHOLIC BEVERAGE AVAILABILITY AWARENESS

Originated 5/2000; revised 5/2011; Updated 11/2018

The availability of alcoholic beverages at various fundraising events held by preschools has become commonplace. There are additional risks associated with serving alcohol. It only takes one of your guests consuming alcohol to excess to create major problems during and after your event. If people are injured, including when driving home, the school could be held liable.

**The PCPO Group plan carrier does not permit "serving ourselves or each other".**

**The PCPO Board, in order to meet the requirements of our liability insurance carrier, has adopted the following requirements and recommendations for schools participating on the Liability Policy of the PCPO Group Insurance Program. Failure to follow the requirements below could put your school at risk of losing its eligibility to continue participating in the PCPO Group Insurance Program, and/or assessment of penalties up to \$1500.**

## Requirements:

- 1) **All alcoholic beverages made available to participants at preschool events must be served by a caterer or other business that is licensed and insured to serve alcohol in the states of Oregon or Washington.**
- 2) **Schools holding events where alcoholic beverages will be available to participants must submit the Liability Coverage for Special Events form 6-8 weeks prior to the event date.**
- 3) **Schools holding events where a catering service is providing alcoholic beverage service must require the caterer to provide a certificate of insurance specifying liquor liability coverage from the caterer's insurance company that names both the school and Parent-Child Preschools Organization as Additional Insureds for the event. **The certificate needs to be delivered to PCPO at least two weeks prior to either the event or any insurance deadlines given by the venue, whichever is sooner.****

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## Recommendations:

Schools **are strongly encouraged to contact the Oregon Liquor Control Commission or the Washington State Liquor Control Board** to inquire about specific requirements that apply to the type of event being planned. Under some circumstances an OLCC temporary service permit or a letter waiving service permit requirements is necessary. The insurance company expects compliance with all state laws. If alcohol service is being provided by an establishment not normally open to the public, contact the Oregon Liquor Control Commission or the Washington State Liquor Control Board to verify their license is current and if any infractions appear in their history.

## In additional PCPO strongly encourages schools to:

- 1) Promote designated drivers.
- 2) Prohibit your guests from bringing unauthorized alcohol to your event.
- 3) Include the statement "adults 21 and over only" on all event literature when alcohol is available.
- 4) Insist on verifying ID for your younger guests. It is a crime to supply alcohol to minors.
- 5) Terminate alcohol service 30 minutes or more before your event ends. Consider planning the activities to create a natural transition for removing alcohol service earlier in the schedule.
- 6) Designate one or more adults to remain alcohol-free to oversee the event and clean-up process.
- 7) Consider holding an afternoon event.