**LIABILITY COVERAGE FOR SPECIAL EVENTS**

**ALL FUNDRAISERS AND SPECIAL EVENTS MUST BE REPORTED**

**for the PCPO Group Insurance Program**

**INSTRUCTIONS:**

* Complete and return this form **6 - 8 weeks** before any Fundraiser/Special Event being planned by your school.
* Some types of events **require** our liability company’s approval and endorsement. This form is especially important for events being held off-site and/or attended by persons who are not members of your school.
* Use the point system included with this form for help in planning and budgeting for additional insurance charges.

**PAYMENT:**

* Do NOT include payment with this form.
* If your event incurs a fee you will be billed after processing is complete.
* PCPO Group Insurance participation Policy #12 permits a $50 service charge for late materials.

**Thank you for your cooperation! Prompt and accurate reporting is essential**

for our group insurance program.

**School Name:**

**Event Date** (M/D/Y):       Day of week

**Time:**       to       am [ ]  pm [ ]

**Location of event**: (building name and address – if church, include denomination)

Does the building owner have any **insurance requirements**? Yes [ ]  No [ ]

If yes, please define (**attach any written details** provided to you):

If a certificate of insurance was requested, provide mailing address, fax # and/or email address, and person to whom it should be directed:

**Detailed description** **of the event/activities (include food and beverages** **to be served/sold):**

**Number of participants** expected**:** **Source of Profit** (ticket price, items sold, etc.)**:**

Are **all** participants enrolled members? Yes [ ]  No [ ]

**ALL alcoholic beverages available to participants must be provided by a business that is licensed by the state to serve.**

**Check one:**

**[ ]  Alcohol Awareness policies have been reviewed and our plans comply**

**[ ]  Please send Alcohol Awareness requirements and recommendations**

**School’s contact person:** **Phone:** **E-mail:**

**From time to time PCPO may have the ability to promote school events that are open to the public on its website. If you would like this event to be considered for promotion, please check here, understanding it is not a guarantee. Please include your promotional flyer. [ ]**

Questions? Contact Jo Salicos-Murphy, (503) 293-6161 x702 or E-mail: inspcpo@pcpo.info

Please return completed form as an email attachment to **inspcpo@pcpo.info** (preferred)

Or print and mail to **PO Box 885, Beaverton, OR, 97075**