

RED LIGHT

The California State PTA has adopted certain policies regarding permissible PTA activities in order to minimize the risk of exposure. It is the policy of the California State PTA that certain activities be prohibited because they are dangerous and jeopardize the safety of our children and youth. Such activities also jeopardize the insurance coverage for **all** PTAs in the state. Other activities and events are excluded by the insurance underwriter.

The following activities and events are prohibited. Individual PTA officers may be held personally liable for conducting any of the events listed below. All PTAs should be aware that violation of established California State PTA policies, including the sponsoring of prohibited activities, can result in withdrawal of the PTA's charter.

THESE ACTIVITIES ARE NOT ALLOWED, EVEN IF VENDOR HAS OWN INSURANCE.

Alcohol Beverages (Selling)
Aircraft Demonstrations
Animal Rides
Block Parent
Blood Testing and Health Services (Blood Drives are Acceptable)
Booster Clubs & Other Parent Organizations, Non-PTA Community Events
Bounce Houses, also called: Enclosed AstroWalk, Castle Bounce, Cosmo Walk, Jumpers or Moon Walk
Bungee Jumping & Bungee Ball
Concessionaire operations at Stadiums, Speedways or Arenas. Concession Stands at School Premise OK.
Cosmetic Services
Crossing Guards/Directing Traffic/Student Safety Patrols
Darts/Dart Games
Donkey Baseball/Basketball
Dunk Tanks/Flush Tank/Flush'em, Pitch Burst (Enclosed Royal Flush Dunk Tank is allowed)
Enrichment Programs — these activities are prohibited: Refer to insurance broker for exceptions
 Contact Sports Skateboarding
 Roller Blading Physical Education Classes
 Team Sports with roster
Fireworks Sales and Displays
Hamster Balls/Water Walking
Hang Gliding
Hot Air Balloons/Balloon Rides (on ground or in the air)
Human Canon Balls (or any variation)
Mechanical Bulls (hydraulic)
Monster Truck
Paint Ball Guns
Parasailing
Pyrotechnic Displays
Safe House
Slam Dancing (Moshing, Stage Diving)
Surfing Contests
Trampolines
Transportation (except by Chartered Service, refer to YELLOW LIGHT list)
Velcro Jumping
Watercraft (except commercial craft of 26 feet or more operated by a qualified vendor with evidence of insurance)
Zip Line

YELLOW LIGHT

Occasionally, PTAs want to sponsor activities which may require additional insurance coverage, waivers of liability, certificates of insurance or other special arrangements. PTAs must strictly adhere to PTA guidelines. All conditions must be met and/or the California State PTA Insurance Broker consulted before undertaking any activities listed on the **YELLOW** pages.

Under no circumstances should any unit, council or district PTA sign a Hold Harmless Agreement for a vendor/concessionaire/service provider, or agree in any way that the PTA 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 or Indemnity Clause contact the California State PTA Insurance Broker prior to signing.

*The numbers [e.g., (1)] following each activity refer to the **CONDITION(S)** that must be met prior to a PTA voting to sponsor an activity or event.*

Aerobics, Gymnastics (1) (3)
Athletic Events generally prohibited-call insurance broker for exceptions (1), (3), (4) and (5)
Babysitting at PTA Meetings (6)
Bake Sale (23)
Ballet or Dance Classes (1)
Bingo (9) and (10)
Camps — Outdoor Enrichment and Science (1), (2) and (3)
Car Wash Fundraising ((25)
Carnivals with Powered Rides and Amusement Vendors (2) and (3) Not all rides are allowed, refer to broker.
Chartered Services, Limousine Services, Any For-Hire Transportation (2), (3) and (16)
Childcare (3) and (4)
Climbing Walls (1) and (2)
Craft Fairs, Holiday Boutique and Swap Meets (2) and (3)
Defibrillators for School Use (20)
Dunk Tank at PTA Event but Sponsored by the School (22)
Enrichment (After School) Classes (19), Call PTA insurance broker for PE exceptions.
Farmer Markets (26)
Field Trips (1) and (2) — if questions, then (3)
Go-Carts (1) and (2)
Hayride (3)
Helmet Fairs (14)
Hypnotist (2)
Jog-A-Thon / Walk-A-Thon (1) and (5) **SEE NEW INFORMATION**
Inflatable Slides – must be tied down — **No homemade slides-must be rented from vendor (1) and (2)**
Grad Night (1), (2), (3) and (12)
Limousine, Bus Service or Transportation (2) and (16)
Litter Cleanups (1) and (11)
Opportunity Drawing Tickets (10)
Parking Lots - where you charge a fee for parking (17)
Petting Zoo (2) and (18)
Photos of school activities ((24)
Pie Throwing (27)
Purchase of Playground Equipment (15)
Raffles (21)
School Premises (7)
Skate Night (1)
Snack Food Concessionaire — Hired (2)
Space Ball (1) and (2)
Sumo Wrestling (1) and (2)
Swim Classes or Swim Party (1) and (8)
Velcro Walls – not allowed with trampolines (1) and (2)
Water Slides — **No homemade slides** (1), (2) and (3)

CONDITIONS

- (1) Obtain a signed PTA student waiver 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 PTA-sponsored events for the school year **2013-2014.**” Participants and volunteers eighteen or older may sign their own waiver.
- (2) Obtain a Certificate of Insurance and an endorsement naming PTA as Additional Insured on the policy. The vendor/concessionaire/service provider must also sign the Hold Harmless Agreement (page 9). The Hold Harmless Agreement part (b) spells out the insurance requirements for the vendor/concessionaire/service provider. Please refer to PTA insurance website for a list of vendors/concessionaires/service providers who have Evidence of Insurance on file with California State PTA.
- (3) Call the California State PTA broker with details of the event at (800) 733-3036.
- (4) If a unit, council or district PTA chooses to sponsor allowable activities or events that the insurance company has excluded, the unit, council or district PTA must purchase the necessary additional participant liability insurance for that activity, and the entire organization (the California State PTA, its units, councils and districts) must be named as Insured. Please contact the California State PTA broker, BB&T Insurance Services of CA, Inc. for requirements for additional insurance. The California State PTA broker understands the necessity of protecting the entire organization and will make sure that such additional coverage will match the existing PTA liability insurance and that the California State PTA will be protected.
- (5) **NEW:** Jog and Walk-A-Thons are now allowed with the general public. You need the following: 1) a prearranged course that is separate from traffic 2) proper supervision (security & police in place 3) water stations and 4) participants waivers and parent approval and student waivers completed for all participants.
- (6) The only babysitting that is allowed is at PTA meetings where parents are continually on campus **AND** the following conditions are met: the babysitters do not change diapers, there are at least two unrelated adults (18 years or older-may be under 18 if Certified Babysitter) in attendance at all times, and coffee or other hot fluids are kept outside of the babysitting room or area. If over 11 children in attendance one additional person, who may be under 18, is recommended to be onsite. Refer to the California State PTA “PTA-Provided Babysitting Services” in the Finance section of the **California State PTA Toolkit**. If you provide Child Care instead of babysitting, refer to Item 4 above.
- (7) The California Education Code 38134 precludes a school district from requiring that a PTA sign a “Hold Harmless Agreement” when using school premises. If the school district requires the PTA to sign a Hold Harmless Agreement for use of school premises the PTA should call the California State PTA broker and use the enclosed “Facilities Use Permit Addendum” (page 10).
- (8) Certified lifeguard required for all swim events.
- (9) Refer to the California State PTA “Operation of Bingo Games for Charitable Purposes” in the Finance section of the **California State PTA Toolkit**.
- (10) Please consult local government for ordinances.
- (11) Adequate supervision must be provided. Reflected vests and rubber gloves must be used. Clean-up must not be done on freeways.
- (12) See “Programs – Graduation or Prom Night” in the Programs section of the **California State PTA Toolkit**.

Continued

CONDITIONS *(continued)*

- (13) If you are required to sign a contract by the vendor/concessionaire/service provider you **must** FAX a copy of the contract to the California State PTA Insurance broker prior to signing; FAX number (888) 770-1883.
- (14) If you sponsor a helmet fair do not accept payments for the helmets; instead have the payments for purchases made directly to the vendor.
- (15) For purchase of playground equipment make a gift of the money to the school to purchase and install the equipment. Do not install any playground equipment.
- (16) The California State PTA does not have excess coverage over bus company insurance. It is recommended you gift the money to the school and allow the school to arrange and pay for the bus.
- (17) Parking Lots are NOT covered by our liability insurance. If you wish to operate a parking lot where fees are charged you need to arrange special insurance. Please contact the California State PTA broker, BB&T Insurance Services, Inc., for requirements for additional coverage.
- (18) Children are exposed to dangerous E. coli bacteria at petting zoos. Children, after touching animals, may put their hands to their mouths. It is recommended that you use an antibacterial hand gel or have the child wash their hands immediately.
- (19) See the red pages for enrichment classes that are not allowed. Enrichment teachers are required to have their own insurance. Contact the PTA broker, BB&T Insurance Services of CA, Inc., if the teacher does not have their own insurance. It is a requirement of the PTA insurance that two unrelated adults be in the enrichment classes at all times.
- (20) When you purchase a defibrillator it is important that you gift it to the school and not be responsible for the operation or training of the defibrillator.
- (21) Information on how to conduct a legal raffle can be obtained by going to the California Attorney General's website. (See www.ag.ca.gov Section 320.5 Gambling Charitable Raffles.)
- (22) A dunk tank is permissible at your PTA event *IF* the school provides a letter addressed to your PTA unit stating school is responsible and PTA will be held harmless for any injuries resulting from the dunk tank. The PTA Unit may not rent the dunk tank. The School must rent it. PTA will allow the Royal Flush Dunk Tank. This is totally enclosed so water doesn't splash out. Call the broker to confirm.
- (23) Need to check with your school district and County Health Department to see if home cooked items are allowed.
- (24) Need parents release signed.
- (25) Yes, however PTA does not have automobile insurance. The owner's must drive their own vehicle. There is no coverage for damage done to the autos. Don't wear belts with buckles.
- (26) Farmer Markets have very strict guidelines. You must contact the insurance broker (800) 733-3036.
- (27) No pies are to be used. Can use paper plate with whipped cream. Picture of victim is to be blown up and be used instead of the actual person.

GREEN LIGHT

Approved activities and events are listed on the **GREEN** pages. The **California State PTA Toolkit** and the National PTA **Quick-Reference Guides** must be referred to for more information about appropriate PTA fund-raising activities and PTA policies and procedures.

Under no circumstances should any unit, council or district PTA sign a Hold Harmless Agreement for a vendor/concessionaire/service provider, or agree in any way that the PTA 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 California State PTA Insurance Broker prior to signing.

All Vendors still need to comply with Condition (2) on page 7.

After-School Treats
Apple Bobbing
Art & Craft Activities
Auction/Silent Auction
Balloon Artist
Band Concerts
Baseball Toss Through Target
Bean Bag Toss
Bike Displays-Bike Rodeos
Book Fair
Bowling
Broom Hockey
Cake Walks
Calendar Sales
Candy Sales
Carnivals Without Powered Rides and Amusement Vendors (refer to **YELLOW LIGHT** list)
Christmas Tree Sales (No cutting)
Colored Sand Painting
Community Forums
Confetti Eggs
Cookbook Sales
Costume Carnival and Costume Rentals
Cow Bingo
Craft Fairs, Holiday Boutique, Swap Meets, Yard Sales. Food Vendors must have Products Liability.
Craft Workshops
DJ's
Dances, Dance-Dance Revolution, Line Dancing
Dinners (pasta, crab, international, barbecue, etc.)
Enrichment — Academic only (refer to exclusions on **RED LIGHT** list and conditions on **YELLOW LIGHT**) (Refer to **Toolkit**)
Egg Toss
Face Painting
Family Portraits
Fashion Shows
Fish Ping Pong
Food Sales (Be sure food does not sit out too long and spoil) (Refer to Bake Sales on Yellow page 6)
Football Throw Through Target
Fortune Telling-Tarot Cards
Gift Wrap Sales
Gift Wrapping

GREEN LIGHT Approved Activities and Events *(continued)*

Golf Tournament & Golf Classes
Greeting Card Sales
Haunted House
Hobby Shows
Ice Cream Socials
I.D. Bracelets
Jail Auctions
Jump Rope
Karaoke
Laser Tag
Leg-A-Thon
Magazine Sales (no door to door by children)
Magic Shows
Math Fair
Mouse Trap Maze
 (wear Velcro suits, move through Velcro maze, try not to touch sides.
 No launching devices.)
Movie Night
“Nerf” Bow and Arrow
Parent Education Workshops
Pee Wee Golf
Performing Arts
Pencil Sales
Picnic-Type Games (Not competing against other schools or classes)
 3-Legged Race Obstacle Course Softball Throw
 Basketball Shoot Potato Race Tug-of-War
 Bowling Puzzle Race Volleyball
 Jump Rope Sack Race
Pizza Night (Be sure food does not sit out too long and spoil)
Plant Boutiques
Popcorn Sales
Reading Night
Ring Toss
Roll Reversal Plays
Rummage Sales (ALL sales receipts going to PTA) Including
 White Elephant Sale & Flea Market
Sale of Logo Items
Scarecrow Competition
School Play
Science Fair
Silhouettes
Skate Night –No Roller Blading-need signed participant & student waivers.
Snack Food Sales
Snow Day
Spelling Bee
Sponge Toss Using Goggles
Storytellers/Performers
Taffy/Sucker Tug-of-War
T-Shirt, Sweatshirt, or Jacket Sales
Talent Shows
Water Balloon Toss
Water Bottle Sales
Yearbook Sales