

Oct. 2008

PTA Project Safe and After Prom Events and PTA Insurance

Dear PTA Presidents and Project Safe Chairs,

You must take specific steps in order for your PTA After Prom event to be covered by your PTA insurance. This is the same procedure that all local PTAs should take when sponsoring an event. Read the PTA Insurance Loss and Control Guide which is found on the Maryland PTA website at http://www.mdpta.org/bridge_insurance.html

It is important that you or someone in your PTA completes the following steps:

1. Verify that your PTA insurance has been paid. Your insurance policy is effective October 1 through September 30 of each year.
2. Ensure that the existence and approval of your Project Safe and After Prom committee plan of work is recorded in the minutes of your PTA's Board of Directors meeting.
3. Vendor Contracts - Vendor contracts should be signed by your PTA president. See the Insurance & Loss Prevention Guide, page 8, Condition # 1
 - Obtain from each vendor/concessionaire/service provider:
 - 1.) a Certificate of Insurance
 - 2.) an endorsement naming PTA as Additional Insured on the policy. A sample is in the guide.
 - Each vendor/concessionaire/service provider must also sign the Hold Harmless Agreement (Insurance & Loss Prevention Guide page 10) . The Hold Harmless Agreement part (b) spells out the insurance requirements for the vendor/concessionaire/service provider. Advise your vendors to give a copy of the agreement to their insurance broker.
 - If you have any questions about the wording of your vendor's contract that might hold your PTA responsible for their negligence, fax the contract to BB&T before you sign it. (714) 626-7672, Attention Joy Brassell.
4. Project Safe Activities – see Insurance & Loss Prevention Guide, page 8, Condition # 2
 - If your event involves items on the Green pages or the Yellow pages and you have met the conditions, you DO NOT need to contact BB&T.
 - If your event involves items on the Red pages, contact BB&T with details of your Project Safe and After Prom event.
 - a) Fill out the attached Event Detail Form at the end of this insurance information.
 - b) Send this form with copies of all Project Safe and After Prom contracts (location rental, entertainment vendors, and other) via FAX to BB&T at (714) 626-7672, Attention Joy Brassell.
5. Incident Report Form - Read and be familiar in how to use it. See Insurance & Loss Prevention Guide pages 4 and 5.
6. PTA Council encourages that your PTA require students to provide a signed waiver before receiving their Project Safe and After Prom ticket. You may use the Participant's Waiver form (Insurance & Loss Prevention Guide page 14), but you are not required to do so.

For questions, please call Kathy Meagher (Last name is pronounced Marr), or Joy Brassell between the hours of 8:30 am - 5 pm Pacific Time.

(866) 611-9400 Toll Free

(714) 626-7666 Direct FAX

mdpta@unionbancins.com

Follow PTA Council's additional recommendations to prevent accidents at your event:

- Use safe activities
- Maintain adequate supervision (A parent ratio of 1 to 6 is recommended for athletic/sports type activities at your event)
- Follow safety recommendations for the equipment (Example: Appropriate number of children using the equipment at the same time.)
- If your event uses a shoulder/neck massage, have a PTA adult volunteer supervising, staying next to the masseuse.

Advocating for all children,
Mary Ellen Creasy and Lin Guba
Project Safe and After Prom Committee Chairs
PTA Council of Howard County

**Howard County, Maryland, High School PTA
Project Safe and After Prom
Event Detail Form**

FAX to BB&T (714) 626-7666
Attention Joy Brassell

Date _____

PTA _____

Project Safe After Prom Chairperson _____

Phone Number _____ Email _____

Date of Project Safe After Prom Event _____ Hours _____

Location of Project Safe After Prom Event _____

List all Project Safe After Prom activities other than food or prizes. Use additional page if necessary.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

List all contracts (facility, vendors, service providers and other)
FAX copies of each contract along with this form.

1. _____

2. _____

3. _____,