

**Pleasant Valley School District
ON-SITE EVENT (OSE) AUTHORIZATION**

On-site events include any special events, assemblies, fundraisers, special projects, community work days, etc. even those that do not include vendors or other third parties. Site Administrator, Superintendent, or designee approval must be obtained for all of the above **no later than 45 days prior to the event. (Ideally do this as soon as you know you are planning to do this - even months ahead.)** This will allow time to obtain a PSA, required insurance certificates, and permits, if required. **Details of Event** need to be included and specific – who, what, where, & how?

If this is an annual event or regularly used pre-approved vendor, please contact Business Services, Administrative Assistant, to check if they are current with the above paperwork. If they are not pre-approved or do not have a current year signed PSA on file, it may take more time. While you are waiting for this authorization, you may contact the vendor, sending them a PSA to fill out and sign, asking for insurance. Staff should not schedule the vendor before this approval is obtained. **Staff should not sign** any quotes/contracts, etc., but **attach them to this form** for review. If the PTx is paying for it, please have them donate the money to the site and submit a Requisition.

***TO BE COMPLETED BY STAFF COORDINATING OSE
(must be typed or neatly printed)***

School: _____ Date/Time of Event: _____

Staff Requesting: _____ **List Event Details (attach quote/contract):** _____

Proposed Vendors: _____

Checked if current year PSA on file in distoff: ____ If not, sent PSA to vendor: ____

Where they will be/What they will be doing??: _____



SITE ADMINISTRATOR APPROVAL

I have read the Student Activity Guide and this is a **Green** or **Yellow** light (circle one)

Site Administrator Printed Name & Initial Date Site Admin. initials to approve this event



DISTRICT APPROVAL

Date DO Received: _____

Approved Denied

Approved Denied

Approved Denied

Ed Svcs: _____ Admin Svcs: _____ Risk Mgr: _____

Comments: _____

emailed back to site: _____

saved in distoff contract folder: _____