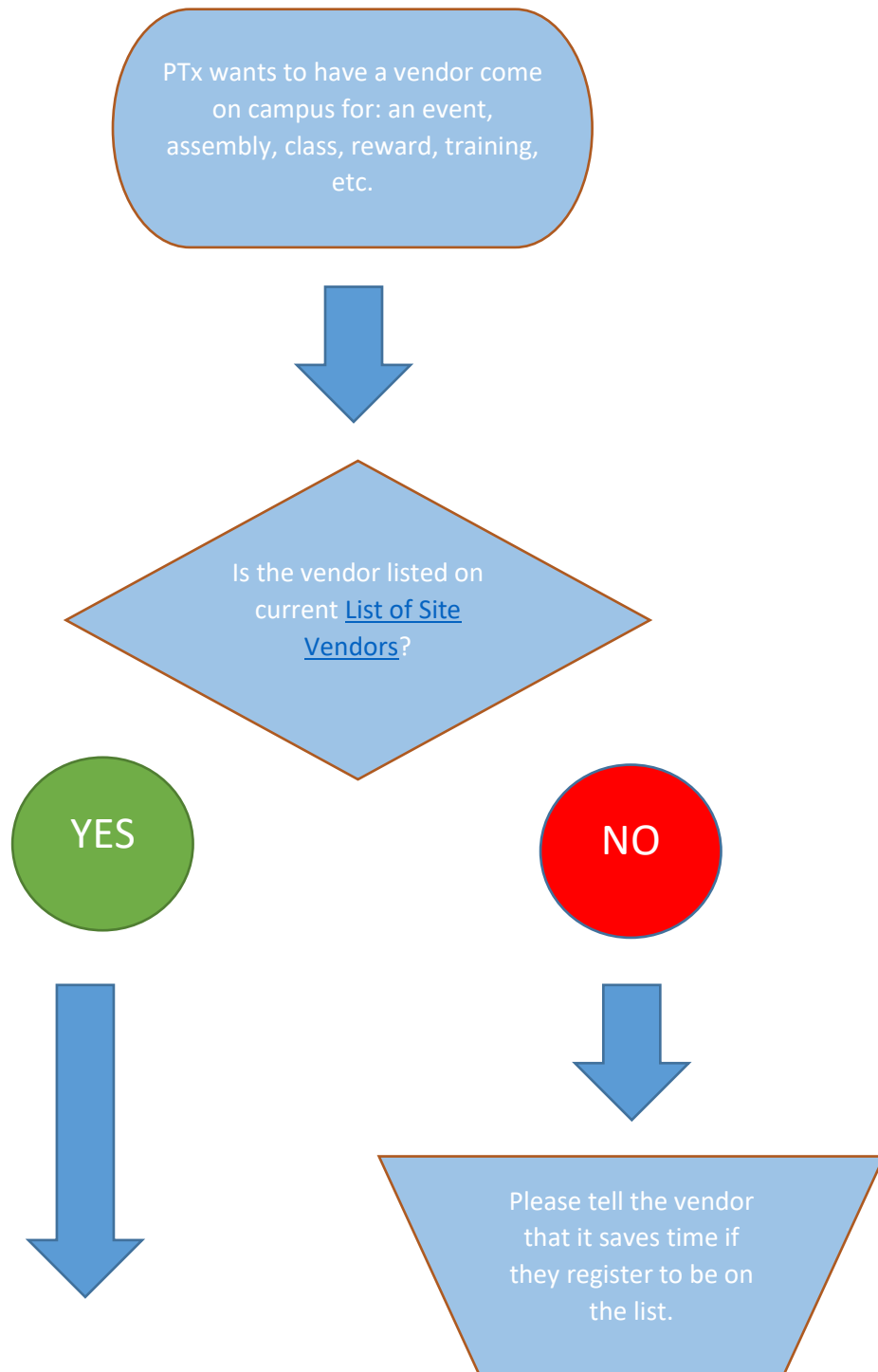


Agreement for Professional Services / Contracts Flowchart B:

PTx-Initiated Events

This flowchart is for contracts/professional services agreements for events initiated and funded by PTx groups. For events initiated and funded by the school site, please use Flowchart A instead.



PTx and Principal
discuss possible event



Principal and PTx
review PVSD Student
Activities Guide and
determine if Green,
Yellow, or Red light
activity

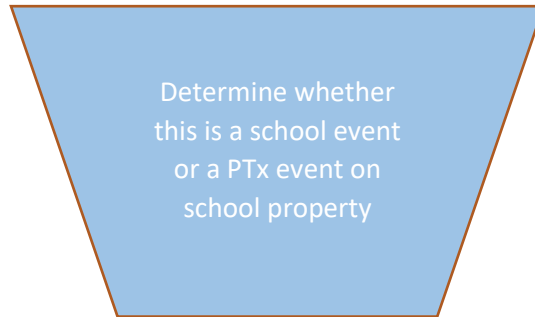


Green light:
keep going

Yellow light: 1.
school site
contacts Risk
Management
2. PTx and
school site
implement
safety
mitigation
measures

Red light: stop
and pick a
different
activity





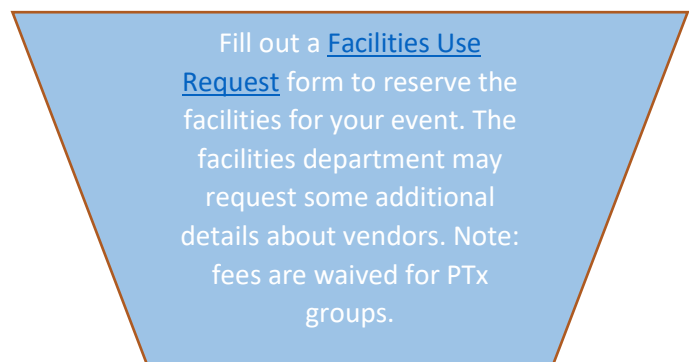
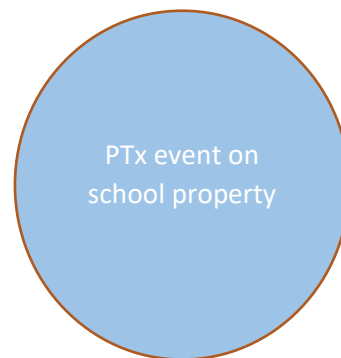
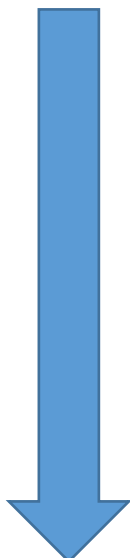
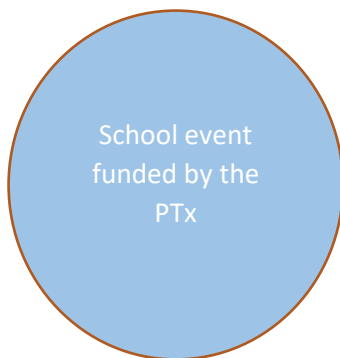
Notes about determining if this is a school event or not:

Two specific types of events are not school events:

1. PTx group meetings
2. Pay-to-participate classes after school (like painting classes that charge a fee)

The vast majority of events on school property are school events, see examples below. The events listed above are PTx events on school property. The events listed below are examples of school events funded by the PTx.

1. Assemblies
2. Carnivals
3. Art classes (for all student – no fees)





1. Get a written quote from the vendor
2. Submit the quote to the SAA
3. Make a donation to the school to cover the cost of the event



1. SAA follows the Flowchart A procedures to enter requisition



Students enjoy the event