



Definition of District Sponsored vs Non-District Sponsored

Definition of District Sponsored (a.k.a school) vs. Non-District Sponsored (a.k.a. external or community)

In general, an event/activity/program/service is considered District sponsored if its operation, personnel, finances, marketing and liability is overseen by a District administrator acting within that role. All Non-District Sponsored activities and events on District property require insurance. A Certificate of Insurance is required to be submitted to the District, listing ISD 194 as additional insurance with a min. \$1.5 million per occurrence in general liability. This is to be submitted to the the District's Facility Use office.

The applicable questions below should be able to be answered positively by the administrator to consider the event/activity/program/service District-Sponsored:

- If fees are collected, is the payment made out to and deposited by the District into a District account?
- Is there a Board that makes decisions other than District employees?
- If staff person/s are paid, are payments made through District payroll or Accounts Payable?
- Does liability fall under the District's insurance policy?
- Does direction/oversight of the event/activity/program/service come from a Principal, Building Administrator or Cabinet Member acting within that role?
- If issues arise, is it ultimately up to the Principal, Building Administrator or Cabinet Member to address?

Examples of District-Sponsored event/activity/program/service include:

- Sport running in-season and under MSHSL rules

Examples on Non-District-Sponsored event/activity/program/service include:

- High school sport running out-of-season (season is determined by MSHSL)
- PTOs / PTAs, including fundraising events on or in District facilities
- Booster clubs, including fundraising events on or in District facilities
- Boy and Girl Scouts
- Camps run by a coach, but run through a booster club or out-of-season
- Private youth travel programs (not covered by Policy 610 Field Trips)
- District staff who wish to use facilities for personal use including outside of contract hours, example tutoring

Related issues to consider:

- Supervision, training, evaluation, discipline, dismissal
- Compliance with District policies and State regulations
- Demands on District resources
- District liability
- Flow of fees, cash handling and payroll
- Financial control, accountability and auditing
- Compliance with purchasing
- Conflicts of interest
- Acceptance of gift donations