

Requisition #: \_\_\_\_\_

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

On-site events include any special events, assemblies, fundraisers, special projects, community workdays, etc., even those that do not include vendors or other third parties. Site Administrator, Superintendent, or designee approval must be obtained for all on-site events **no later than 45 days prior to the event** (or as soon as you know you are planning an on-site event – **even if 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, i.e., who, what, where, & how.

**If this is an annual event or regularly used pre-approved vendor, please contact the Business Services Administrative Assistant to check if they are current with the above-mentioned 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 and send them a PSA to fill out & sign and ask for their insurance. Staff should not schedule the vendor before this approval is obtained. **Staff should not sign any quotes/contracts, etc.** Instead, **attach them to this form** for review. **If the PTx is paying for the vendor/event, 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: \_\_\_\_\_ Name/Nature of Event: \_\_\_\_\_

**Proposed Vendors:** \_\_\_\_\_

**Initial if current year PSA is on file in distoff: \_\_\_\_\_ If not, initial if PSA was sent to vendor: \_\_\_\_\_**

**Detail exactly where they will be/what they will be doing (attach quote/contract)**

\_\_\_\_\_  
\_\_\_\_\_

**Speaker Sheet Needed (Y/N)? \_\_\_\_\_ Photobooth supplies photos to PVSD staff (Y/N)? \_\_\_\_\_ DJ submitted playlist (Y/N)? \_\_\_\_\_**

**If there is a DJ, initial to confirm you have reviewed their complete playlist to ensure no songs on the playlist contain explicit language or content that refers to and/or includes violence, drugs, sex, racially charged, or any inappropriate content for our students: \_\_\_\_\_**



***SITE ADMINISTRATOR APPROVAL***

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

\_\_\_\_\_  
Site Administrator: Print Name (*do not sign*) Initial (*do not sign*) Date



***DISTRICT APPROVAL***

Date DO Received: \_\_\_\_\_

Approved  Denied  Approved  Denied  Approved  Denied

Ed Svcs: \_\_\_\_\_ Admin Svcs: \_\_\_\_\_ Risk Mgr: \_\_\_\_\_

Comments or Reason for Conditional Approval: \_\_\_\_\_

\_\_\_\_\_

Date emailed back to site: \_\_\_\_\_ Date saved in distoff contract folder: \_\_\_\_\_