



Student Activities & Events Approval Process

Schools Insurance Group (SIG) is a self-insured risk pooling program formed by and tailored specifically for its member public schools. As a participant in SIG's programs, each District has a responsibility to identify and manage risk. These events and activity guidelines are being provided as a tool to enable each member to identify and manage the potential risks involved.

This matrix follows the current SIG Activity Policy No. 2010, which may be revised from time to time, with updates communicated timely with SIG member districts to be distributed to school sites. When planning an event that is not on the following list or may be considered unique or high-risk, please contact Carrie Carlson, CBO, at (916) 645-6350 or ccarlson@wpusd.org to discuss.

Activities in the matrix are listed individually, with "green", "yellow", "orange", or "red" used to designate the level of risk associated with the activity.

- **Green** indicates that the activity is relatively low risk
- **Yellow** indicates there is a higher level of risk **requiring additional supervision or oversight**
- **Orange** indicates higher hazard activities subject to SIG policies that require prior review and approval by SIG. **These activities may come with a higher deductible in the event of a claim**
- **Red** indicates the activity too great a risk and the **activity and should not be undertaken**

For each fund raising or special event that includes outside vendors or contractors, a signed written contract from each vendor and subcontractor is necessary. Only authorized District personnel shall sign contracts. Each vendor and subcontractor should also provide evidence of coverage in the form of a Certificate of Insurance and a separate Additional Insured Endorsement naming the District as applicable.

Adequate supervision must be provided for all activities. Please note that different activities will require different levels of supervision. All supervisors should be approved by the school. All volunteers must ensure they comply with the District's volunteer policy.