

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. **District approval must be obtained for 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. **OSE must be submitted at least 60 days before your event.** If you are using a new vendor to PVSD it may take up to 90 days to get them cleared.

You can check PVSD Public Share Contracts Folder – PSAs to see if the vendor has current paperwork for this school year. If you are contracting with a Vendor new to PVSD, please send them the Vendor Paperwork, and a PSA to fill out and send back, staff and or Parent Groups should not schedule the vendor before they have been cleared by the District Office.

Staff and PTXs are not authorized to sign any quotes/contracts, etc. Instead, **attach them to this form** for review. **If the PTX is paying for the vendor/event, they may not pay the vendor directly.** Please have PTXs donate the money to the site and *site must enter a Requisition before services are rendered.*

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)? _____ Will there be a DJ? _____

DJ given a copy of PVSD Approved playlist (Y/N)? _____



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

Ed Svcs: _____

Risk Mgr: _____

Comments or Reason for Conditional Approval: _____

Date emailed back to site: _____

Date saved in Public Share contract folder: _____