

PTA Events & Activities Guide

Redlands Unified School District

Welcome to PTA Event Planning

The Redlands Unified School District is dedicated to supporting our PTAs so they can support our school sites and students. We are grateful to have amazing PTAs at our school sites and have created this guide to help you navigate District requirements and hold safe, properly insured events.

This information will help you understand District procedures, the difference between District sponsorship and PTA sponsorship, and ensure your events provide protection for PTA representatives while keeping everyone safe.

Understanding Contracts

Contract agreements are written documents concerning services, sales, or employment that are legally enforceable. When reviewing contracts for PTA sponsored events, make sure the agreement is between the vendor and the PTA. **The contract cannot list a school site exclusively as part of the agreement.**

Here's why this matters: All Redlands Unified School District school sites fall under RUSD's umbrella. Only a few board-approved signers can sign contracts for the District, primarily the Deputy Superintendent of Business Services. If someone else signs a contract between a vendor and a school site, that contract becomes null and void.

Personal Liability Warning: Those who sign contracts without proper authority could face personal liability for any loss, injury, illness, or damage associated with their activity or event. This could impact personal assets and home insurance policies. RUSD is the primary name for all school locations and departments, and no other persons may sign contracts for District-sponsored events.

Event Sponsorship: District vs. PTA

District Sponsored Events include activities during the instructional school day and events outside instructional time that occur under District supervision, such as sporting events, dances, prom, and homecoming. All contracts for District sponsored events must come to the District office and be processed through the Purchasing Department. Allow a minimum of three weeks for processing.

PTA Sponsored Events are activities held by the PTA outside the school day. These events must go through the facilities use process and cannot take place during instructional hours.

The key distinction is simple: if it happens during school hours or is a school function, it's District sponsored. If the PTA is running it outside school hours, it's PTA sponsored.

PTA Insurance and Activity Guidelines

Before planning any PTA activities, you must review the California State PTA Insurance Guide's Red, Yellow, and Green activity lists. Certain activities are prohibited because they're excluded by your insurance policy or because they're dangerous and jeopardize the safety of children and youth. This list isn't all-inclusive, so if you're interested in sponsoring an activity not included, contact your insurance carrier to ensure it's covered by your insurance policy.

Red Light Activities - Prohibited

These activities are completely prohibited and not covered under your insurance policy. Individual PTA officers may be held personally liable for conducting any red light activities. **These activities are not allowed even if the vendor has their own insurance.**

The prohibited activities include alcohol sales, aircraft demonstrations, animal rides, baby sitting and child care, blood testing, bungee jumping, bounce houses, carnivals with powered rides and amusement vendors, climbing walls, crossing guards, darts and dart games, donkey baseball and basketball, dunk tanks, and various enrichment programs including contact sports, gymnastics, martial arts, skateboarding, and skating or roller blading.

Additional prohibited activities are escape rooms, firework sales, flush tanks, flush 'em games, go-carts, hot air balloons and balloon rides (on ground or in air), hypnotists, inflatable slides, monster trucks, paint ball guns, petting zoos, ropes and challenge courses, slam dancing (moshing and stage diving), sumo wrestling, surfing contests, trampolines, transportation except by charter services (refer to Yellow Light section), Velcro walls and human cannon balls, watercraft except commercial crafts of 26 feet or more operated by qualified vendors with evidence of insurance, water slides, and Zorb balls and human hamster balls.

Yellow Light Activities - Proceed with Caution

Occasionally, PTAs want to sponsor activities that may require waivers of liability and certificates of insurance. PTAs must strictly adhere to PTA guidelines and special arrangements. All conditions must be met before undertaking any yellow light activities, and the insurance broker must be consulted.

Green Light Activities - Approved

These approved activities and events are covered under your insurance policy. Please refer to the California State PTA Toolkit and the National PTA Quick-Reference Guides for more information about appropriate PTA fundraising activities.

The comprehensive activity chart shows specific examples: Green activities include after school programs, archery, auctions, babysitting meetings, bake and food sales, baseball toss, bike rodeos, book fairs, bounce houses (when properly supervised), cake walks, car washes, costume parties, and many traditional school fundraising activities. Yellow activities that require special precautions include camping guards, karaoke contests, farmers markets, fashion shows, and certain sports activities. Red prohibited activities are clearly marked and should never be attempted.

Please see the California State PTA Insurance Guide's Red Light, Yellow Light, Green Light list on the following page.



Red Light, Yellow Light, Green Light



RED - STOP: This activity is excluded from your policy.



YELLOW - PAUSE: Use caution. Even though this event is potentially covered under your policy, this is a high-risk event and you need to take extra precaution when hosting.



GREEN - PLAY: Covered event



After School Programs



Archery



Aircraft



All Night Lock-Ins



Animal Rides



Apple Bobbing



Arts & Crafts Activities



Asbestos Exposure



Athletic Leagues, Clinic, Camps



ATVS



Auctions



Babysitting at Meetings



Bake or Food Sales



Balloon Artists



Baseball Toss



Beautification Projects



Bike Rodeos



Book Fairs



Bounce Houses



Bowling



Broom Hockey



Bungee Jumping



Cake Walks



Camps - Outdoor Enrichment/Science



Candy/Wrapping Paper Sales



Car Wash



Carnivals



Color Runs



Colored Sand Painting



Concession Stands



Confetti Eggs



Costume Parties



Cow Bingo



Crossing Guards



Dances, Line Dancing



Dinners



Drones



Dunk Tanks



E-Waste



Egg Toss



Enrichment Programs



Face Painting



Family Portraits



Farmers Market



Fashion Shows



Fireworks



Fishing (from land)



Food Sales



Football Throw



Fortune Telling



Fun Runs



Gift Wrapping



Golf Tournaments



Grad Nights



Haunted Houses



Hobby Shows



Hot Air Balloons



Ice Cream Socials



Inflatable Slides



Jump Rope



Litter Cleanup



Magic Shows



Mechanical/Motorized Rides



Moon Walks



Motorized Watercraft



Movie Night



Open Houses



One Day Athletic Events



Paint Ball Guns



Parent Education



Pee Wee Golf



Performing Arts



Petting Zoos



Picnics and picnic games



Pizza Night



Raffles



Ring Toss



Rock Climbing Walls



Rocketry



Sale of Weapons



Science Fairs



Skating Rink (roller and ice skating)



Spelling Bees



Sumo Wrestling



Swim Parties



Talent Shows



Trampolines



Velcro Walls



Water Balloon Toss



Water Slides (no homemade)



Workshops



Zip Lining

Taken from the California State PTA Insurance Guide.

District Sponsored Insurance Exclusions

Insurance exclusions are activities that cannot be District sponsored because there's no insurance coverage if there's a loss, injury, illness, damage, or theft. If such activities are held, there could be personal liability if any loss or injury results in legal action.

Critical Rule: Under no circumstances should any ASB organization, school site, or District representative sign a Hold Harmless Agreement for a vendor, concessionaire, or service provider, or agree to any activity that the ASB or school site will be held responsible for. These activities are not allowed even if the vendor has their own insurance.

Advertising Your Events

All District sponsored events can be advertised on District letterhead through District advertisement platforms like Peachjar. However, these advertisements cannot be printed or created on District letterhead for PTA events. Remember that all PTA-sponsored events must first submit a facility use request, and your insurance coverage must cover all activities at your event.

Important Restriction: PTAs may not advertise any events that include alcoholic beverage photos or tobacco consumption. These will not be distributed through Peachjar, school banners, or other school-related physical or digital distribution. Such events can be misconstrued as District sponsored if the banner or advertisement is posted on school grounds. Distribution of alcohol or tobacco at PTA sponsored events on District property is prohibited by RUSD.

Facility Use Process

The Governing Board recognizes that District facilities and grounds are a community resource and authorizes their use by community groups when such use doesn't interfere with school activities.

Getting Started: Contact the school site directly to verify availability of any facility you're requesting. For information regarding costs and insurance, call the Facilities Planning Office at 307-5300 x6730. Read the Redlands Unified School District Administrative Regulation 1330 for complete facility use regulations and review the Schedule of Designated Facilities and Fees.

Application Timeline: Applications must be submitted at least three weeks prior to your requested date. All fees must be deposited two weeks prior to any approved event.

Required Documentation: You'll need proof of insurance with a Certificate of Insurance naming Redlands Unified School District as an additional insured. General liability coverage for property damage and bodily injury must be a minimum of \$1,000,000 combined. You'll also need an Insurance Endorsement naming Redlands Unified School District as an additional insured.

Additional Requirements: Depending on your event type, you may need proof of non-profit status (copy of your organization's 501(c)(3) determination letter), completion of a Kitchen Use Request Form for kitchen use, proof of certified lifeguards (minimum of two per event) for pool use with copies of lifeguard, first aid, and CPR cards, or completion of Theater/Auditorium Guidelines Acknowledgement Form for theater or auditorium use.

Usage Limitations: While the District encourages widespread community use of facilities, usage may be limited during periods when facilities aren't used for school purposes to preserve District property, realize energy cost savings, and facilitate cleaning programs. School facility use may be limited on weekends or during summer, spring, and winter vacation periods. The District may also restrict field use due to weather conditions.

Food and Beverage Sales

Booster and parent organizations must comply with state law, San Bernardino County Department of Public Health, and district policies on food sales on school premises. Review Board Policies 3554 (Other Food Sales) and 5030 (Student Wellness), and consult with site administration about snack bar and event sales.

Booster clubs may operate one food facility at each event. More than one food facility requires a Temporary Event Health Permit from the San Bernardino Public Health Department. For example, a football game with one snack bar doesn't require a permit, but a football game with both a snack bar and a food truck does require a Temporary Event Health Permit.

For additional information, contact the Office of Child Nutrition Services at 909-307-5366.

Transportation Requirements

Critical Legal Requirement: Any vehicle designed to carry ten or more passengers, transporting students to and from any school-sponsored event, must be a school bus or School Pupil Activity Bus, regardless of the funding source. This regulation includes limousines and applies under California Code of Regulations Section 1201.

Redlands Unified School Bus Drivers are highly trained and held to high safety standards. RUSD buses are regularly inspected and repaired in-house by skilled mechanics and inspected annually by the California Highway Patrol to ensure the highest level of safe transportation services.

Charter Bus Procedures: If a charter bus company is requested and approved, the Transportation Department will make all reservations. The Transportation Department must schedule charter buses, and choice of charter company will be at the discretion of the Director of Transportation.

Important Notes: The extracurricular and field trip regulations apply 365 days a year and 24 hours a day regardless of funding source. Rented vehicles or vehicles chartered by private parties (including Boosters, PTAs, and ASBs) are not exempt from these regulations.

Capacity Guidelines: District large buses can hold up to 84 passengers. For short trips in and around Redlands at the primary grade levels, buses can be filled to capacity with a maximum of three students per bus seat. A 56-passenger limit is highly recommended for secondary grade levels.

For students requiring special equipment like wheelchairs or scooters, request a special needs bus. These buses can accommodate up to two wheelchairs plus 22 passengers.

Purchasing and Donations

Items and services purchased for school sites need to be processed through the District Purchasing Department. If you want to donate funds for specific items, the site will place the order using the donation funds, and Purchasing will process the purchase order and arrange delivery.

If you prefer to buy items directly, you'll need to donate the items through the purchasing process. This ensures the District can take appropriate inventory and verify that all equipment and materials are covered under insurance policies and are adequate for use in the school environment.

Donation Process: All purchases or site improvements must be donated to the District. Donations may be made in cash to allow the purchasing department to buy items in line with statutory laws. The Campus Improvement Application Committee must be consulted prior to purchase on all items requiring installation, so communicate with your site administrators first.

Capital Improvements: Items over \$5,000 must be processed through the district purchasing and facilities departments. Visit the RUSD website's business services section for Campus Improvement Application information.

Contact Information

Facility Availability: Contact your school site directly

Costs and Insurance Information: Facilities Planning Office at 307-5300 x6730

Food Sales Questions: Office of Child Nutrition Services at 909-307-5366

Insurance Coverage Questions: Contact your insurance broker

This guide is designed to help you plan successful, safe events while protecting both your PTA and the District. When in doubt, always contact the appropriate office for clarification before proceeding with your plans.