

# **School District No. 22 (Vernon)**

# **PROCEDURE**

**Please file in By-Laws, Policy & Procedure Manual**

**No. PR 2.7.1**

Adopted: 03 Feb. 1998  
Amended:

## **INSURANCE EXTENSION TO PAC ACTIVITIES**

1. Coordination of Insurance with the PAC
  - 1.1 Since insurance coverage is based on the activity being connected with the School District, PAC's are responsible to solidify insurance coverage by obtaining the Principal's sanction for the activity.
  - 1.2 In order to minimize the risk of incidents and the costs of insurance, PAC's are responsible to communicate with Principals regarding the organization and operation of their activities.
  - 1.3 If (a) a Principal considers a proposed PAC activity to be unacceptable due to its nature or inherent risks; (b) is unsuccessful in influencing the PAC to modify the proposed activity; and (c) the office of the Superintendent concurs with the concern; then the Principal should disassociate the PAC activity from the School District by refusing to provide access to facilities and resources and refusing to accept funds generated by the activity.
  - 1.4 Principals are responsible to communicate to PAC's:
    - (a) Liability risk management practices which the school utilizes with respect to the type of activity planned by the PAC; and
    - (b) The district's reporting procedures for any incidents which may occur and any claims which may arise.

### PLEASE NOTE:

If an incident occurs during a Parent Advisory Council activity, a School Protection Program "Incident Report Form must be filed promptly with the Secretary-Treasurer's office. These forms are available from the principal. An incident includes:

1. damage to school district property (facility or contents)
2. injury to volunteer, student, staff or the general public.

Inquiries should be directed to the office of the Secretary-Treasurer at 542-3331.



