

LIABILITY COVERAGE FOR SPECIAL EVENTS

**UNTIL FURTHER NOTICE ALL FUNDRAISERS AND SPECIAL EVENTS ARE
CONSIDERED REPORTABLE for the PCPO Group Insurance Program**

Complete and return this form **6-8 weeks before Fundraisers and Special Events** being planned by your school. This is especially important for events that will be held at a location other than your school location and/or will be attended by persons other than preschool members. Some types of events require our liability company's approval and endorsement. Schools should **use the point system on the back** of this sheet to help with **planning and budgeting for additional insurance charges**.

DO NOT include payment when submitting this form. Events incurring a fee will be billed after processing is completed. **Thank you for your cooperation! Prompt and consistently accurate reporting is essential** to smooth operations for the group program.

School Name _____

Day/Date: _____ Times: _____ to _____ am/pm
Day Mo. Date Year

Location of event: (bldg. name and address – if church, include denomination) _____

Are there any **insurance requirements** of the building owner? Yes ____ No ____

If yes, please define (**attach any written details** provided to you):

If a certificate of insurance was requested, provide mailing address, fax # and person to whom it should be directed:

Detailed description of the event/activities (include food and beverages to be served/sold):

Number of participants expected: _____ Source of Profit: _____
All participants are enrolled members: yes ____ no ____ (ticket price amount, items sold, etc.)

Remember, all alcoholic beverages available to participants must be provided by a business that is licensed by the state to serve.

Initial one:

____ Alcohol Awareness policies have been reviewed and our plans comply

____ Please send Alcohol Awareness requirements and recommendations

School's Contact person:

Phone:

E-mail:

Questions? Linda Henegar, (503) 639-7905 or E-mail: inspcpo@pcpo.info

Mail to: PCPO Insurance, P.O. Box 230327, Tigard, OR 97281-0327

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