



ORANGE

HIGH RISK MANAGEMENT CHECKLIST

If your school activity is found on the Orange Activity Matrix, please use this checklist

☐ 1. Fill out the Orange Pre-Approval Application

The application must be submitted to the Business Department 2 weeks prior to your scheduled event.

- The Business department will review the application and let you know if you are approved to proceed with the event.

☐ 2. Request Insurance Forms from the Vendor

Request BOTH Certificate of Insurance (COI) and an Additional Insured Endorsement (AIE) from the Vendor.

- The COI should list who signed the contract (District or PTC) in the bottom box of the document. [EXAMPLE](#)
- The Vendor coverage must be at least \$1,000,000/Incident and \$2,000,000 Aggregate. Transportation requires higher limits
- FYI the COI is only a declaration of what insurance the Vendor has. It is NOT binding in court for coverage events.
- A Workers Compensation statement is requested based on certain circumstances.
- AIE can be written two ways. [EXAMPLE 1](#) The language does not refer to a contract. [EXAMPLE 2](#) if AI endorsement states "by written contract" then a request for the AIE must be made for the AIE to be valid and upheld. This is the Additional Insurance Request (AIR) on your District letterhead.
 - Send the AIR request to the Vendor on District letterhead for signature. The Business Department must also sign and return the document to SIG.
 - AIR is not needed if we have another signed agreement from the Vendor which includes information on COI and AIE such as Food Truck Agreement or Facilities Use Agreement.

☐ 3. Collect and Review Contract(s)

- A contract should be collected and sent to the Business Department for a signature. Contracts should only be signed by Audrey Kilpatrick or Carrie Carlson

☐ 4. Collect other Documents

- Based on the nature of your event, other items may be requested by SIG to help ensure a safe and productive event.

☐ 5. Send All Documents to the Business Department

- The Business Department will send documents to SIG for review.
- Once SIG and the Business Department have reviewed ALL documents, the Business Department will notify you if you are approved to proceed with the event