

# Kentucky PTA

## Risk Management Do's and Don'ts

### (Red/Yellow/Green Lights)

#### PLAYGROUND EQUIPMENT

##### Red Light

- Erection/Installation by PTA members as volunteer project.
- Any activity which voids the manufacturer's warranty.
- Equipment placed where non enrolled kids are attracted to it.
- Failure to maintain equipment once installed.
- Hire a contractor without checking insurance coverage.

##### Yellow Light

- Hiring contractor to install playground equipment (with Certificate of Insurance).

##### Green Light

- Raise funds and donate to the school to purchase and maintain playground equipment.

#### SKATING PARTIES

##### Red Light

- Please avoid sponsorship of this type of event.

#### MONEY HANDLING PROCEDURES

##### Red Light

- Monthly reports to President and account reconciliation are late.
- Bank account reconciled by person signing the checks.
- Same officer is Treasurer more than two years in a row.
- President & Treasurer are the same.
- Signed 'blank' checks.

##### Yellow Light

- Single signature (President or Treasurer) on checks over \$100.

## Green Light

- Bank account reconciled by someone not authorized to sign checks.
- Dual signatures (President and Treasurer) required on all checks over \$100.
- Triple receipts issued when receiving money (receipt book, president, party from whom money received).

## SCHOOL FAIRS

### Red Light

- Hot Air Balloons
- Fireworks
- Tractor or trailer rides. Primary liability attaches to owner of car or tractor.
- Trampolines or other injury prone devices.
- Moonwalks with kids of different ages & weights
  - (ie 50 lb 3<sup>rd</sup> graders and 140lb 8<sup>th</sup> graders)
- Vendors without valid insurance certificates filed in advance

## SPONSORSHIP OF SPORTS TEAMS

### Red Light

- Lack or midseason lapse of health insurance.
- No waiver/release from liability signed by parent or guardian.
- PTA reference on uniform.
- No athletic accident participant insurance

### Yellow Light

- Release from liability form signed by parent or guardian.

## ANTIQUUE FAIRS

### Red Light

- Goods held for sale not protected from the weather.
- Goods held not secure overnight.
- Sale of antique weapons.
- Sale of sports equipment or children's furniture in need of repair.
- Crowded facility with narrow cluttered aisle ways.

### Yellow Light

- **Good aisle way spacing and maintenance.**
- **Well marked exits.**

### **Green Light**

- **Good aisle way spacing and maintenance.**
- **Well marked exits**
- **'Professional' vendors provide Certificates of Insurance showing PTA as 'additional insured'.**

## **HIRING CONTRACTORS**

### **Yellow Light**

- **When independent contractors or businesses are involved, be sure to obtain the appropriate evidence of liability of at least \$1,000,000 and workers' compensation insurance before the scheduled event.**

### **Green Light**

- **Try to get the School to do the project.**