

# Risk Management Guideline

## Graduation Celebration Committees

### Background:

As each school year comes to a close, many school graduation celebrations are planned by Graduation or Sober Graduation committees.

Originally, Sober Grad Committees included law enforcement and parent volunteers who worked closely with school officials. Over time however, some committees have evolved to the point where planning, fundraising and decision making have become the responsibility of a parent committee only while other Sober Grad Committees continue to include the partnerships described above.

For 8<sup>th</sup> grade graduation, historically the parents of the graduates or future graduates have served under a committee managed by the school. Over time however, some committees have evolved to the point where planning, fund raising and decision making have become the responsibility of a parent committee only.

### Recommendation:

All graduation committees should undergo an approval process that includes an evaluation by an administrator who can verify compliance with the CRSIG Risk Management Guidelines.

Administrators need to carefully clarify if a committee is acting under the direction of the school and is covered under the school's insurance, or if the committee is acting independent from the school.

### GUIDELINES:

#### *Covered Committees*

- 1) If a graduation committee has been approved by a school administrator and is under the direction of the school administrator, the graduation celebration can be viewed as a school-sponsored activity. The administrator should ensure the following at a minimum:
  - a. All activities meet the CRISG Risk Levels/Liability Limits/Prohibited Events requirements.
  - b. That vendors who provide services/activities provide the following insurance documents at least 2 weeks prior to the celebration:
    - Certificate of Insurance and Additional Insured Endorsement that verifies the appropriate level of insurance coverage for the low and medium risk activities.  
*(Please note that a Certificate of Insurance and Additional Insured Endorsement are two separate documents. The certificate describes the types and limits of coverage whereas the endorsement is a separate page that is added to the insurance policy naming your district as a covered party.)*
  - c. Ensure adequate supervision of students and any guests. Never allow early releases unless a school staff member in authority has talked directly to the custodial parent.

#### *Non-Covered Committees*

- 2) If a graduation committee plans, raises funds, controls the funds, holds meetings and makes decisions

without oversight and control by the district, the graduation celebration should be viewed as a “private party” put on by a group of parents.

- a. When this occurs, the administrator should not approve the celebration as a school-sponsored activity.
- b. The administrator should notify all graduate’s parents that the school is not sponsoring the graduation celebration and should not allow the use of school staff or equipment to advertise the event
- c. Establish a celebration at the school site for the graduating students that is managed by the school.

(Graduation Celebration Committees2013-RM Guideline)