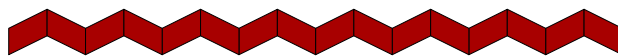


# Sponsorship of Activities & Events



The question of who sponsors an event is an important one. It may be an individual school within FCPS, a PTA, a booster club, or another independent organization. Most activities or events can be sponsored by any of the above, with the decision usually made by the local school principal. Generally, activities and events that occur during the school day, are recommended for an FCPS class or otherwise relate to the curriculum, use FCPS resources, or are supervised by FCPS staff, are considered school sponsored.

Booster clubs or PTAs may support and provide assistance (financial or otherwise) for school sponsored activities, without, in any way, controlling or directing any aspect of the activity being supported (i.e., donation of uniforms).

To help FCPS principals make informed decisions, two checklists have been developed:

## 1. If FCPS will sponsor (or co-sponsor) the activity or event, follow these guidelines:

- Clearly advertise the activity or event as FCPS-sponsored (or co-sponsored).
- Ensure that supervision of the planning, organizing, and completion of the activity or event is by an FCPS employee. Also, an FCPS employee must be present for the activity or event.
- Ensure that parents or guardians of student-participants are furnished with **detailed information** about the activity or event. Certain activities (i.e. powder-puff football) will require written permission in order for students to participate. Please contact Risk Management for assistance with parental authorization and acknowledgement of risk forms.
- Do not allow the school facility to be used in connection with the activity or event without adhering to appropriate Community Use directives (Regulations 8420 and 8424).

## 2. If FCPS will not sponsor the activity or event, then follow these guidelines:

- Do not advertise it as FCPS-sponsored.
- The non-FCPS sponsoring organization can be a single parent, group of parents, a private or commercial business; it is not limited to PTAs or booster clubs.

**Continued**

- The PTA, booster club, or other sponsoring organization must accept full responsibility for controlling and managing the activity or event. This includes all purchasing, planning, selling, accounting, financial obligations and complying with all federal, state, and local laws and ordinances. FCPS employees (full-time, part-time, FCPS contractor, or FCPS volunteer) may not assist with the planning.
- The sponsoring organization is responsible for providing its own liability insurance (as well as any other appropriate coverage) for the event.
- Do not allow school letterhead to be used to advertise or convey any information about the activity or event. If school marquees are used ensure that the sponsor is clearly stated.
- Do not use the school facility in connection with the activity or event without the sponsoring entity adhering to appropriate Community Use directives (Regulations 8420 and 8424).

**References**

Regulation 5810.3- School Activity Funds Management  
Regulation 8420 and 8424 - Community Use of School Facilities