

On The Alert!

Date: September 5, 2017
Attention: ASCIP Members
Affected Department(s): Risk Management, Administration, Teachers, Staff
Applicability: K-12 and Charter Schools

NON-SPONSORED EVENTS/ ACTIVITIES AND DISTRICT RISK

Often, ASCIP is asked about the district's liability associated with non-sponsored events or activities.

Non-sponsored events/ activities are field trips, outings, or other ventures that are **not** district approved, sponsored or recognized. Examples include:

- Taking students to destinations that are not authorized or approved by the district
- Activities that do not meet educational mission
- Activities that are conducted outside of school hours or school year
- Activities that are privately funded
- District staff are not involved in evaluating the trip's acceptability, safety issues, or insurance requirements



Staff engaging in non-district sponsored activities must understand they are entering them at their own risk. They must not use district materials, communication devices, or other resources to promote, plan, organize, or recruit for these activities. Additionally, they must not use school facilities to host meetings or activities. Failure to do so may attach the district to liability.

Staff must use personal emails and non-work hours to promote, plan, organize, and coordinate the trip. In addition, staff must adhere to the district's use of facility policy for meetings or planning events held on district premises. Finally, participants and parents must be informed that the event/ activity is not district sponsored or endorsed.

For more information

You can also review ASCIP's newly updated **Field Trip Guidelines** at <http://ascip.org/risk-services/guidelines-best-practices/> . These guidelines include samples of letters that should be distributed to teachers/staff and students that may be involved in upcoming, non-sponsored field trips.

Please contact your ASCIP risk services consultant at (562) 404-8029 to discuss further.