

TO: Parent-Faculty Association (PFA)
FROM: Helen G. Haley, CPA - Business Administrator
DATE: February 8, 2023
RE: District Requirements for PFA Activities

Thank you for everything that you do for our students. It is greatly appreciated. You have generously provided many opportunities for the students and often there are questions during the planning process, so the purpose of this memo is to provide information that might be helpful prior to finalizing your contributions to the schools in the area of:

- Hosting an Assembly at the School
- Providing Inflatables & Party Rental Equipment for an Event at the School
- Donating Educational Materials and/or Equipment to the Schools
- Food Trucks and Ice Cream Trucks
- Fundraising Events

In all situations, please discuss the purchase with the school principal prior to scheduling the event or buying the item.

Hosting an Assembly at the School:

Once the principal has approved the assembly for their school, please send these insurance requirements to the vendor so they can provide a Certificate of Insurance reflecting these coverages. In addition, if they are providing a written contract, we would need to review that in advance of the event.

Certificate of Insurance Requirements

A copy can be printed from this link: [Certificate of Insurance Requirements](#)

- Certificate holder should be: Voorhees Township Board of Education (legal name of the District), 329 Route 73, Voorhees, NJ 08043
 - Note: The school location and event details should be included in the "Description Operations" box on the certificate of insurance
- General liability in the amount of \$1,000,000 for each occurrence with an annual aggregate limit of \$3,000,000.
- If applicable: Commercial automobile liability policy with a combined single limit of \$1,000,000 per accident and coverage for physical damages on all vehicles or they need the General Liability endorsed for non-owned, hired and borrowed vehicles.

- Another option if a vehicle is not used in the assembly is to provide a certificate evidencing ownership of a personal auto liability policy.
- Property coverage for their assets or a written assumption of the risk on an “any and all risk basis.”
- Workers’ compensation insurance.
 - Per statute
 - If it is a single person organization, a copy of the waiver of workers’ compensation insurance in NJ must be provided or a statement of acknowledgement needs to be provided recognizing that they could own a workers’ compensation policy but chose not to and will rely solely on their personal health and/or disability insurance or personal assets.
 - If they are showing up with any independent contractors, each of them must provide evidence of workers’ compensation insurance. If any of them does not have workers’ compensation insurance, they must provide a copy of the waiver of workers’ compensation insurance in NJ or a statement of acknowledgement needs to be provided recognizing that they could own a workers’ compensation policy but chose not to and will rely solely on their personal health and/or disability insurance or personal assets.
- In the “Description of Operations Box,” it should have a series of recognitions:
 - State that the general liability policy shown as carrier A includes coverage for sexual abuse, harassment and molestation at full limits
 - Include a paragraph recognizing the specific event, location (school address) and dates
 - Recognize in print the indemnification, hold harmless by listing the formal name of the District (Voorhees Township Board of Education), including its past and present Board of Education members, employees and volunteers declaring all as Additional Insured on a Primary and Noncontributory Basis

Providing Inflatables & Party Rental Equipment for an Event at the School:

Since every rental company has their own contracts, rather than review and modify what they provide, a standard contract has been created for the vendor to sign. Procedures have also been prepared to detail the process. In the contract (item #4 on the attached) there is a place to enter the number of attendants that the rental company will provide. Please be sure to enter that number, since for safety reasons their employees should be supervising the use of the equipment.

Procedures: [Voorhees BOE Inflatables and Party Rental Process](#)

Contract: [Voorhees BOE Inflatables and Party Rental Agreement](#)

Link to Certificate of Insurance Requirements: [☰ Certificate of Insurance Requirements](#)

Donating Educational Materials and/or Equipment to the Schools:

Often PFAs purchase educational items for the schools. These purchases would fall under the category of “gifts, grants and donations.” In accordance with District Policy and Regulation #7230 - Gifts, Grants and Donations, there are certain procedures that need to be followed before the District can receive a gift, grant or donation. The first step would be to contact the Principal of your school so a “professional assessment and evaluation” can be conducted prior to acceptance “in order to determine the Board’s potential liability for installation, maintenance and/or repair....All gifts of value greater than \$5,000 can be accepted only by resolution of the Board duly convened.” A checklist has been created to document the steps needed for approval of donations that exceed \$5,000.

[District Regulation and Policy on Gifts, Grants & Donations](#)
[Regulation #7230.pdf](#)
[Policy #7230.pdf](#)

Checklist for Donations over \$5,000: [Donation Checklist - Voorhees Twp BOE.pdf](#)

Food Trucks and Ice Cream Trucks

If the PFA would like to provide a food truck or ice cream type of truck (i.e. Mr. Softee, Kona Ice, etc), a **certificate of insurance** (see above) would need to be obtained from the vendor naming the District as additional insured. Please coordinate the timing of the event with the Principal.

Food Trucks may need additional permits from the Township. Please check with the Township prior to scheduling a food truck.

Link to Certificate of Insurance Requirements: [☰ Certificate of Insurance Requirements](#)

PFA Fundraising Events

PFAs are separate legal entities from the school district. As a result, fundraisers conducted by the PFAs are chosen by each PFA. In general, they are not school sponsored events.

Event on School Property

If the PFA would like to hold a fundraising event on school property, they would have to get a use of facilities form approved prior to scheduling the event. Please contact the Principal to start this process. The event would also have to be in compliance with District Policies and Regulations.

District Policy & Regulation on Use of Facilities:

- [Policy #7510 - Use of School Facilities.pdf](#)
- [Regulation #7510 - Use of School Facilities.pdf](#)

Event off of School Property

If the PFA would like to hold a fundraising event off of school grounds, it should be noted on the advertisement that it is a PFA sponsored event.

Please note that if the PFA is conducting any games of chance (i.e. bingo, raffle tickets, basket auction, etc.) proper applications must be submitted to Voorhees Township (municipality). Please contact Dee Ober, RMC - Township Clerk at dober@voorheesnj.com or review this website: [Township Clerk](#)

Again, thank you for everything that you do for our students. If you have any questions, please contact your school principal first and they will reach out to me (Helen Haley) if additional information is needed.