



Poudre School District

RISK MANAGEMENT

Operating a Field Trip that is Not District-Sponsored

Any field trip organized by a District employee that is not sponsored by the school/District shall be subject to the following conditions:

1. The employee, and any other District employees traveling with the group, will be participating in the trip as individuals and not as employees of the District. As such:
 - a. The individual(s) will not be covered by any District insurance including, but not limited to, the District's liability insurance policies and workers' compensation insurance;
 - b. The individual(s) are not afforded the protections of Colorado Governmental Immunity Act; and
 - c. Any time missed from work, including work time used to support a non-school/District sponsored trip must be taken out of employee's available leave time or be unpaid.
2. All advertising and promotional materials developed must clearly inform parents/guardians and students that the trip is not sponsored by the school/District.
3. The use of school facilities and the promotion and advertisement of trips not sponsored by the school/District are subject to District Policy KF (Use of District Facilities) and District Policy KHC (Distribution/Posting of Non-District Communications).
4. There shall be no relationship between involvement in the trip and course grades/credit.
5. Classroom time cannot be used to promote or organize a trip that is not sponsored by the school/District.
6. District employees cannot use school equipment, materials or their District email account in planning or promoting a trip not sponsored by the school/District.
7. The District's tax identification number cannot be used for fundraising activities.
8. Money cannot be deposited into District accounts and purchases cannot be run through District accounts.

These requirements are necessary in order to ensure that it is clear to parents/guardians and students that a trip is not school/District-sponsored.