CONNECTING WITH PURPOSE

Every Child Shines

Seminole County Council PTA

*every***child**. *one***voice**.

www.SCCPTA.com

Seminole County Council PTA

RISK MANAGEMENT

Establishing a safe environment for all.

Presentation by **Heather Biancospino**

HELLO EVERYONE!

- Heather Biancospino,

  PTA Risk Management Liaison
- 1st Year on the SCCPTA Board
- 13+ Years working on and with numerous

  PTA boards hosting events throughout SCPS.
- **Professional:** Pharmacology
- **Personal:** Design and Marketing

MISSION

Minimize risk for students, staff and families in order to maximize the funds available (SCPS and PTA/PTSA) for education and experiences, while establishing a safe environment for all across many campus locations.

OUR TRAINING OBJECTIVE

Give you a clear understanding of how utilizing the tools provided by SCPS Risk Management allow us to function safely and protect all dedicated to our mission while on SCPS property.

OBJECTIVES

BY THE END OF THIS CLASS YOU WILL:

COI Check
Be able to verify and/or update your current COI with SCPS as an additional insured and the correct verbiage required by Risk Management.

Facilitron
Understand how communicating with Risk Management through Facilitron works and how it can help you protect yourself, your volunteers, your PTA/PTSA and our school resources.

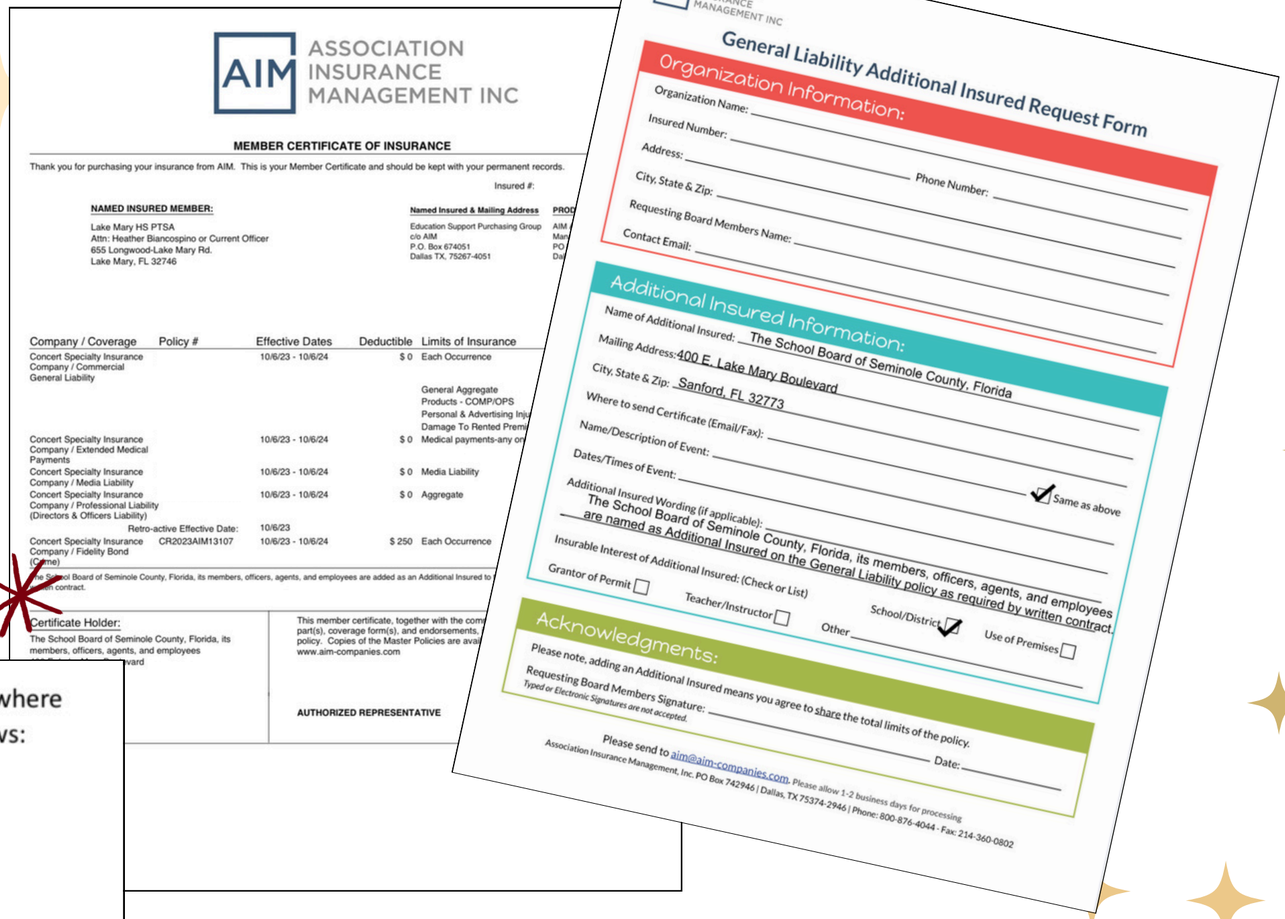
Facility Use Permit
Understand when a facility use permit is required.

COI CHECK UP

Does your COI have the correct verbiage?

ADDING SCPS AS ADDITIONAL INSURED

You must add SCPS as an additional insured when renewing your PTA/PTSA insurance annually. This is quick and easy to do with your insurance carrier.



AIM ASSOCIATION INSURANCE MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #:

NAMED INSURED MEMBER:

Lake Mary HS PTSA
Attn: Heather Biancospino or Current Officer
655 Longwood-Lake Mary Rd.
Lake Mary, FL 32746

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
Concert Specialty Insurance Company / Commercial General Liability		10/6/23 - 10/6/24	$ 0	Each Occurrence
				General Aggregate
				Products - COMP/OPS
				Personal & Advertising Inj
				Damage To Rented Prem
Concert Specialty Insurance Company / Extended Medical Payments		10/6/23 - 10/6/24	$ 0	Medical payments-any on
Concert Specialty Insurance Company / Media Liability		10/6/23 - 10/6/24	$ 0	Media Liability
Concert Specialty Insurance Company / Professional Liability (Directors & Officers Liability)		10/6/23 - 10/6/24	$ 0	Aggregate
	Retro-active Effective Date:	10/6/23		
Concert Specialty Insurance Company / Fidelity Bond (Crime)	CR2023AIM13107	10/6/23 - 10/6/24	$ 250	Each Occurrence

The School Board of Seminole County, Florida, its members, officers, agents, and employees are added as an Additional Insured to t written contract.

Certificate Holder:
The School Board of Seminole County, Florida, its members, officers, agents, and employees
ard

This member certificate, together with the com part(s), coverage form(s), and endorsements, policy. Copies of the Master Policies are avai www.aim-companies.com

AUTHORIZED REPRESENTATIVE

AIM ASSOCIATION INSURANCE MANAGEMENT INC

General Liability Additional Insured Request Form

Organization Information:

Organization Name:
Insured Number:
Address: Phone Number:
City, State & Zip:
Requesting Board Members Name:
Contact Email:

Additional Insured Information:

Name of Additional Insured: The School Board of Seminole County, Florida
Mailing Address: 400 E. Lake Mary Boulevard
City, State & Zip: Sanford, FL 32773
Where to send Certificate (Email/Fax):
Name/Description of Event:
Dates/Times of Event: ☑ Same as above
Additional Insured Wording (if applicable): The School Board of Seminole County, Florida, its members, officers, agents, and employees are named as Additional Insured on the General Liability policy as required by written contract.
Insurable Interest of Additional Insured: (Check or List)
Grantor of Permit ☐ Teacher/Instructor ☐ Other ☑ School/District ☐ Use of Premises

Acknowledgments:

Please note, adding an Additional Insured means you agree to share the total limits of the policy.
Requesting Board Members Signature: Date:
Typed or Electronic Signatures are not accepted.

Please send to aim@aim-companies.com. Please allow 1-2 business days for processing.
Association Insurance Management, Inc. PO Box 742946 | Dallas, TX 75374-2946 | Phone: 800-876-4044 - Fax: 214-360-0802

The School Board of Seminole County, Florida must be named as the Certificate Holder, and where permitted by law (all nongovernmental category users), be named as an Additional Insured as follows:

Certificate Holder:
School Board of Seminole County, Florida
400 East Lake Mary Blvd.
Sanford, FL 32773

Description of Operations/Additionally Insured Language:
The School Board of Seminole County, Florida, its members, officers, agents, and employees are named as Additional Insured on the General Liability policy as required by written contract.

Unless the certificate holder and additionally insured language reads as above, the certificate will be denied. Current proof of insurance (certificate of insurance - COI) must be uploaded and verified in the Facilitron reservation seven (7) business days prior to the Facility Use; failure to provide the required insurance in the stated timeframe may result in the cancellation of the Facility use.

SCPS
FACILITIES USE
HANDBOOK
2024

USING facilitron®

Your portal to connect with Risk Management

SUBMIT A REQUEST

Facilitron will prompt you to upload the appropriate documents needed for your event.

ADDITIONAL DOCUMENTATION

Occasionally events may require additional information such as an appendix A form. This is commonly used when a special event includes an outside vendor, like a food truck or performer.

WHEN IN DOUBT, REACH OUT

Risk Management is here to help.

riskmgmt@scps.k12.fl.us

Facilitron

DID YOU KNOW?

SCPS IS SELF INSURED?

By following the guidelines put in place by Risk Management you can help protect the funding used to support our educational resources.

FACILITY USE PERMIT

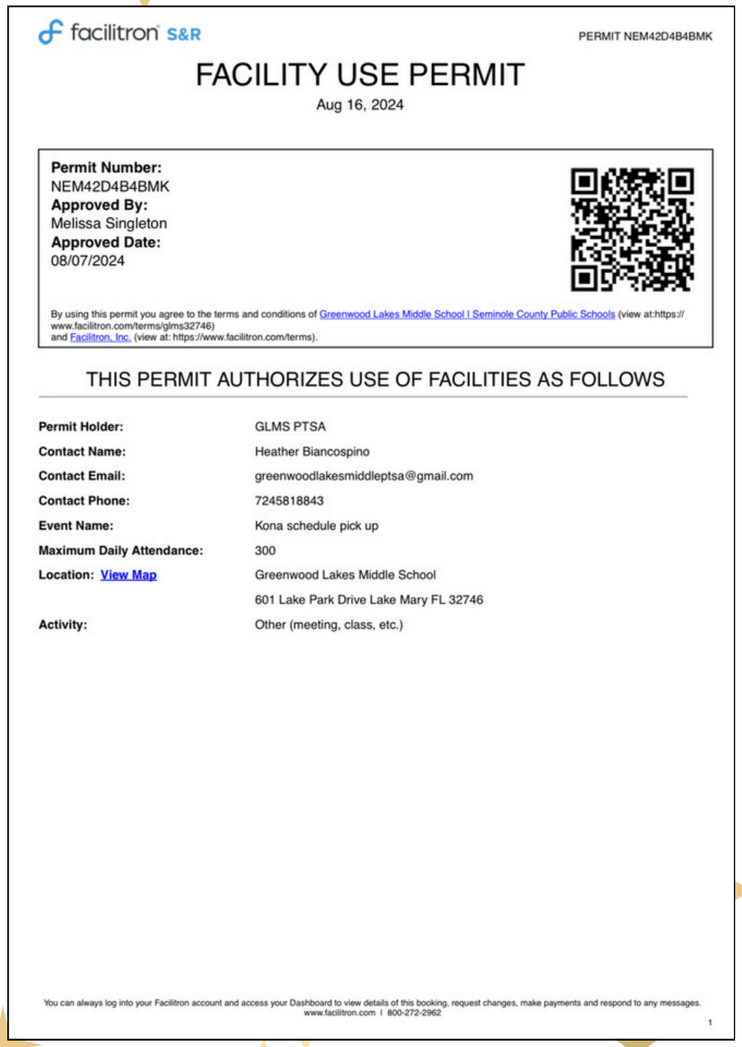
When does your PTA/PTSA needs to ask for a permit?

SPECIAL EVENTS

Special Events are activities held by the school, PTA/PTSA, PTO, Booster Club, Foundation, etc., to promote or benefit the school, students, and SCPS. These types of events MUST be registered with Risk Management for approval, as certain criteria must be met to be allowed on property. For some activities, the SCPS Fire Officer and/or Fire Safety Inspector may require onsite inspections.

Special Events include, but are not limited to: carnivals, festivals, movie nights, dances, fundraising activities, reward parties, presentations, parades, food trucks on SCPS property, interactive rentals, performances, inflatables, homecoming events, and/or marathons.

The required Special Event Application Form(s) must be submitted to the Risk Management Department at least thirty (30) days prior to the event date. For more information regarding Special Events and the Special Events Application Forms, please contact the school/site-based Facilitron contact or contact Risk Management by email at riskmgmt@scps.k12.fl.us.



facilitron S&R

PERMIT NEM42D4B4BMK

FACILITY USE PERMIT

Aug 16, 2024

Permit Number:
NEM42D4B4BMK
Approved By:
Melissa Singleton
Approved Date:
08/07/2024

By using this permit you agree to the terms and conditions of Greenwood Lakes Middle School | Seminole County Public Schools (view at:https://www.facilitron.com/terms/glms32746) and Facilitron, Inc. (view at: https://www.facilitron.com/terms).

THIS PERMIT AUTHORIZES USE OF FACILITIES AS FOLLOWS

Permit Holder:	GLMS PTSA
Contact Name:	Heather Biancospino
Contact Email:	greenwoodlakesmiddleptsa@gmail.com
Contact Phone:	7245818843
Event Name:	Kona schedule pick up
Maximum Daily Attendance:	300
Location: View Map	Greenwood Lakes Middle School
	601 Lake Park Drive Lake Mary FL 32746
Activity:	Other (meeting, class, etc.)

You can always log into your Facilitron account and access your Dashboard to view details of this booking, request changes, make payments and respond to any messages.
www.facilitron.com | 800-272-2962

1

ANY EVENT/GATHERING THAT IS HOSTED BY A PTA/PTSA ON A SEMINOLE COUNTY PUBLIC SCHOOL PROPERTY REQIRES A FACILITY USE PERMIT THROUGH FACILITRON.

Contact SCPS Risk Management through the comments on your Facilitron facilty use request to get the specific forms you need to host an event.

LETS TALK

What events have you gotten approved by risk management in the past? Which events have been denied?

OBJECTIVES

YOU JUST LEARNED HOW TO:

Ensure your PTA/PTSA has a COI that is SCPS compliant

Use Facilitron and contact Risk Management

Know when a facility use permit is required and how to request one

Certificate Holder:
School Board of Seminole County, Florida
400 East Lake Mary Blvd.
Sanford, FL 32773

Verbiage Must Match these EXACTLY on COI

Description of Operations/Additionally Insured Language:
The School Board of Seminole County, Florida, its members, officers, agents, and employees are named as Additional Insured on the General Liability policy as required by written contract.

Facilitron

SCPS FACILITIES USE HANDBOOK 2024

THANK YOU FOR LISTENING!
REACH OUT FOR ANY QUESTIONS.

WEBSITE
www.sccpta.com

EMAIL ADDRESS
Compliance@sccpta.com

WHATSAPP CHAT
SCCPTA

Seminole County Council PTA

RISK MANAGEMENT

When in doubt reach out!

SURVEY & CERTIFICATE

SCAN HERE

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