

CPT Special Event Coverage Form

Marion County requires this form to be filled out and returned to the Children and Families Commission Office, **30 days prior to the scheduled event** in order for your CPT volunteers to have coverage while participating in a special CPT sponsored event.

Date of Event:	Event Time:	Today's Date:
CPT: Location of Event:	Event Contact Person: Address: Phone Number:	
Number of CPT Volunteers at Event:	Required Attachments: <input type="checkbox"/> Up-dated Volunteer List <input type="checkbox"/> Risk Prevention Form	
Approximate number of people expected at the event:	Alcohol will be provided at the Event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.	
Personal Vehicles Will Be Used for Event? <input type="checkbox"/> Yes <input type="checkbox"/> No (See CPT Insurance Policy for driving coverage requirements) If yes, please explain.		
Event Description: (please attach flyer or any other pertinent information)		
FOR CFC OFFICE USE ONLY		
Date Rec'd in CFC Office:	CFC Event Acknowledgement:	Date sent to Risk Management:
Risk Management Insurance Authorization:	Date Mailed Back to Event Contact Person:	

RISK PREVENTION PLANNING FOR EVENTS CHECKLIST - Required

CPT _____ Event/Date _____

A. FOOD

A1. Packaged food or store purchased (snack type food; muffins, cookies etc.)

A2. Potluck

Please Note: By state law; potlucks are illegal for any meeting that is open to the public.

A3. Restaurant prepared and delivered to your site

Call the Marion County Environmental Health office for specific regulations. 503-588-5346

B. FIRST AID / CPR

B1. CPR certified personnel at event, if 5 minutes away from ambulance medical care.

B2. Contact local emergency team for awareness of event.

C. FACILITIES

C1. Does facility have premise liability?

C2. Do you have a signed agreement with facility that specifies who provides what insurance?

C3. Is the facility accessible for all?

C4. Is there adequate space and seating for activity?

C5. Is the facility safe: flooring, stairs, lighting, bathroom etc....

D. TRANSPORTATION

D1. Marion County does not provide liability coverage for transportation services associated with children and youth projects.

D2. Consider hiring professional, i.e., hired transportation

D3. If using personal transportation, how are your volunteers covered by insurance?

E. DAY CARE

E1. Day care is not covered under the Marion County Policy

E2. Consider:

- Hiring a Girl / Boy Scout troop or other organization
- Designating funds as vouchers for parents attending meetings to pay for their own child care.
- Contact Child Care Information Service for a list of care providers in your area (503-585-6232)

F. MISCELLANEOUS

F1. Use a sign in sheets for all events.

F2. How are you preparing your participants for precautions?

F3. For group activities with many one-time volunteers, who will be in charge of securing Marion County Volunteer Registration and Waiver Forms?