



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

HIGH SCHOOL GRADUATION PARTIES

QUICK REFERENCE GUIDE

Parent/volunteer-supervised graduation parties are a great idea and help to ensure students have a safe and enjoyable graduation experience. Graduation parties that could be considered “sponsored” by the school district, however, can leave districts open to liability exposure. For this reason, it is a **best practice to create separation between the district and graduation events.**



SEPARATION BETWEEN DISTRICT AND GRADUATION EVENTS

- Require event organizers to maintain their own liability insurance.
- Graduation parties should **not** be held on school district property. If the event must be held on district property, then require compliance with facility use policies and/or agreements. Also recommend the event organizers use PACE’s Tenant User Liability Insurance Program ([TULIP](#)).
- Event organizers should maintain a separate account for fundraising, donations and fees that is not commingled with district accounts or funds.
- Event organizers should provide transportation to the event to discourage students from leaving on their own. If district buses are used, event organizers should be required to contract with the district.
- If involved, district personnel should only participate as volunteers, not district employees. It is also a good idea to have them sign an agreement specifying they understand they are acting only as volunteers.

ADDITIONAL STEPS TO LIMIT EVENT ORGANIZER LIABILITY

- Choose a location far enough away that students will be discouraged from leaving the event.
- Supervision is the key to having a safe event; volunteers must be trained how to supervise appropriately.
- All volunteers should have background checks completed prior to the event.
- Create an “informed consent form” for parents to sign.
- Recommend one person be designated as a safety advisor to supervise all participants. This person should also be aware of emergency procedures and contacts.

PACE RISK MANAGEMENT

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