

Eugene School District 4J Essential guide to:

School-Sponsored Compared to Community-Sponsored Requirements for 4J Student Athletic and Physical activities and Outside-Sponsored Clubs (examples: Key Club, Interact, religious groups)

To be considered community-sponsored and free building use, the activity must be for the sole benefit of our students and all fees must be used to cover costs, not for wages or profit.

School-Sponsored	Community-Sponsored
School-sponsored activities are OSAA sanctioned athletics and activities.	Community-sponsored activities are not OSAA sanctioned, are not part of the school day, and are not part of a class for credit.
Advisors: A Coach or Adult in Charge	Advisors: A Coach or Adult in Charge
Minimum of one active staff district person. A staff person is defined as an individual who has been hired by 4J school district and is active in the HR/Payroll system.	The district maintains no control of number of advisors. The district maintains no role in hiring or termination of community-sponsored advisors.
The advisor must comply with all district hiring eligibility requirements, including a background check.	The district maintains no hiring requirements, including background checks. Community groups may hire advisors and contract with the district for a background check service.
The district may establish teacher or advisor/student ratios.	The district does not establish advisor/student ratios.
Code of Conduct	Code of Conduct
All 4J district policies for student conduct remain in effect.	All 4J district policies for student conduct remain in effect.
Contacts and Schedule	Contacts and Schedule
Principal/designee and athletic coordinator will have schedules and advisor phone numbers.	Activity maintains its own schedules and contact information. School/district staff may have shared information.
Control of Funds	Control of Funds
All funds collected and disbursed are handled according to state and district guidelines.	Funds are handled directly through individuals acting independently and <u>not</u> in affiliation with the school district.
Absences	Absences
Advisors and coaches will communicate with school to excuse absences related to competitions.	Parents may grant advisors permission and remit authorization to the school. Upon receipt of such information, the advisor may release students for scheduled competition-related absences. Advisors will communicate with the attendance secretary at least 24 hours in advance of any student absences. If possible, advisors will submit the competition schedule to the attendance person and calendar person at the beginning of the season and will communicate any changes to same.
Selection of Students	Selection of Students
Students will be selected for participation based on clearly defined criteria applied equally to all students. All student participants need to be 4J eligible students at the time of application and initial payment.	Except for those groups using school names, colors, or mascots, the district maintains no control or input regarding the selection or denial of student participants. For groups using school names, colors or mascots, all school and district criteria apply.

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School-Sponsored	Community-Sponsored
Promotional/Organizational Meetings	Promotional/Organizational Meetings
Activities can be announced/discussed in class and promotional materials can be handed out.	Materials will be distributed according to school and district policy for community groups.
Facilities Use	Facilities Use
Organizational meetings can be held on school campus during or after school hours.	Facilities space must be reserved through the school's facilities use process. Groups with hold harmless on file have access to all facilities as available.
Building Use Fees	Building Use Fees
No charge for building use.	Groups with hold harmless on file will not be charged for building use, including fundraising activities, unless custodial/staff time and heating is required. The group will be required to cover these costs.
Compensation	Compensation
Compensation is determined by the applicable district collective bargaining agreement or procedure.	The district maintains no control over compensation.
Participation Fees	Participation Fees
Fees are assigned by the district. Students who demonstrate free or reduced-price lunch eligibility qualify for fee reductions.	The district maintains no control over fees or costs.
Funding	Funding
The district may provide funding assistance and financial services.	The district provides no funding or financial maintenance.
Legal Liability	Legal Liability
The school district may be liable for injuries arising out of participation in activities or trips associated with school-sponsored activities. The advisor, chaperones, district employees and representatives, and district would be potentially liable in their official and individual capacities for negligent supervision and other actions in negligence.	The school district is not liable for injuries arising out of participation in activities or trips associated with community-sponsored activities. The chaperones would be potentially liable only in their private, individual capacities for negligent supervision and other negligent actions, and not as agents of the district.
Insurance Coverage	Insurance Coverage
Students and staff engaged in a school-sponsored, school-approved activity are covered by the district's insurance. Certain exclusions do apply. Please consult Risk Management for water, trampoline, and transportation related exclusions.	District insurance is not available or provided since the activity is community-sponsored.
Students must have current health insurance to participate in any school-sponsored athletic activity.	Community-sponsored activities must present proof of insurance prior to use of district facilities. Students are strongly encouraged to purchase insurance prior to participating in club activities. Use of facilities is in alignment with Facility Use Guidelines.

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School-Sponsored	Community-Sponsored
Communications	Communications
May be promoted on all available district modes of communication, printed and electronic, subject to district procedures including approval of the principal for school communications.	May be included in district communication, if the principal approves distribution, but must conspicuously indicate activity as “ community-sponsored. ” Before such communication may be made, the community-sponsored group must have a hold harmless agreement on file at the district.
School Colors/Mascots/Names	School Colors/Mascots/Names
May use consistent with building process and procedure.	Organizations seeking use of colors, mascots, and names must have a signed hold harmless agreement on file and comply with other district standards noted above.
Transportation	Transportation
School sponsored groups shall use District transportation, with exception as provided by Superintendent or designee. Use shall be in accord with all district rules relating to bus and activity van rentals and fees.	Where a hold harmless is on file, groups may contract for district buses in accord with all district rules and fees relating to bus use.
Field Trips: Overnight or All Day	Field Trips: Overnight or All Day
Must follow district and school protocols for all field trips. http://www.4j.lane.edu/hr/risk/travelandfieldtrips/fieldtrips/	Must follow district and school protocols for all field trips. http://www.4j.lane.edu/hr/risk/travelandfieldtrips/fieldtrips/