

**Matrix of Activity Instructor Categories and their Relevant Requirements and Relationships**

For PTA-Coordinated Before- and After-School Enrichment Programs in Seattle Public Schools

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Instructor/ Provider category:	Volunteer Instructor/ Club Leader	SPS Instructor or individual paid via school	Sole Proprietors, Other Business types, and Non-profit Organizations
<i>Example:</i>	<i>Parent volunteer leads math club</i>	<i>PE teacher leads before- school sports</i>	<i>Artist with biz license teaches craft class, or Chinese and Spanish instructors sent from a language company, or Drama teachers sent from non-profit theatre company</i>
Primary* insurance coverage by...	PTA/PTO	Seattle School District	Vendor
Insurance to be verified by...	District (via reservation system)	N/A (SPS employee insurance is automatic)	District (via reservation system**)
Building use permit to be obtained by...	PTA	PTA/School?	PTA or vendor
Room reservation in online reservation system under whose name?	PTA	School/PTA?	PTA (recommended) or vendor
Rent-waiver request form must be submitted to principal for building use? By who?	Yes  By PTA	Unclear. If school-event, no. If PTA event, yes.  If PTA event, then PTA.	Yes  By user/organization making reservation (PTA or vendor)
Signed agreement required with PTA?	No	unclear	unclear
Families pay tuition and/or fees to...	PTA	School or PTA	Vendor or PTA
Instructors are paid via...	N/A	School District (Appropriate process to be detailed by district.)	Vendor. Vendors are paid via PTA or directly by families
Scholarship options managed by...	N/A, except possibly materials fees covered by PTA	PTA, school, or vendor	PTA, school, or vendor

\*More than one layer of insurance may be in place. The above matrix focuses on the presumed *primary* insurance covering liability and injury for covered events. PTA insurance also covers PTA officer liability.

\*\*In order for the district to be able to verify vendors' insurance in cases where a room reservation was made under the PTA's name, district staff need to know which vendors are participating in the program. The PTA must submit a list of vendors together with the rent-waiver request form.