

AIM Association Insurance Management Inc.

<https://capta.org/pta-leaders/services/insurance/>

Contact AIM: capta@aim-companies.com
 (800) 876-4044 or (214) 360-0801

The following information is available to you on the website:

- A complete *Insurance & Loss Prevention Guide*
 - http://downloads.capta.org/Leaders/Insurance/CAPTA_Insurance_Guide_2019_FINAL.pdf
- Red Light, Yellow Light, Green Light pages are listed in the *Insurance & Loss Prevention Guide*. Some events that are covered by insurance may not be approved activities in TUSD. Please check with the school's administration and TUSD if there is any question.
 - Red Light – Certain activities and events are prohibited and are not covered under your insurance policy. Individual PTA officers may be held personally liable for conducting any of the events noted in RED in the guide. The RED light activities are prohibited activities.
 - Yellow Light – Occasionally, PTAs want to sponsor activities which may require waivers of liability and certificates of insurance. PTAs must strictly adhere to PTA guidelines and/or other special arrangements. All conditions must be met before undertaking any activities noted in YELLOW on the following page of the guide. The insurance broker must be consulted.
 - Green Light – Approved activities and events are noted in GREEN in the guide. Please refer to the California State PTA Toolkit and the National PTA Quick-Reference Guides for more information about appropriate PTA fundraising activities.
- Updated vendors list
- The following are available online or in the *Insurance & Loss Prevention Guide*:
 - Waiver Forms*
 - List of approved vendors
 - Vendor Insurance Requirements
 - Vendor Hold Harmless Agreement* (for PTA fundraising events)
 - Claim/Incident Report Form*

*These forms are available in English and Spanish.

NOTE: The insurance runs from January 5th through January 5th of each year. All school districts should have on file a certificate and endorsement for your district. When filling out the *Facilities Use Form* for the use of school facilities, please note the following on the form:

“Insurance certificate is on file with the school district. My insurance agent mailed a certificate and endorsement directly to the school district business insurance or facilities office.”