

Personal Property Accepted for Educational Purposes

Need

The district needs to establish an equitable process for compensating district employees and students for loss of or damage to personal property accepted for educational purposes while under the care, custody, and control of the district.

Purpose

To establish a procedure that accommodates existing agreements between the district and its employees and students, and is consistent with insurance coverage that is normally available to school districts.

Guidelines

Excepting other binding or contractual obligations between the district and its employees and students, the district will reimburse employees and students for loss of or damage to personal property accepted for the use of educational purposes while in the care, custody, and control of the district.

Definitions

Covered Loss-Loss of or damage to (requiring repair) personal property accepted for use for educational purposes (while on district property or at district activities) resulting from an insured peril as defined by the district's property insurance policy, including theft. This shall include theft of personal property from district-owned vehicles.

Exceptions

1. Loss of or damage to personal vehicles while parked or while being used for school business by employees, students, or volunteers.
2. Loss of students' personal property from any locker.
3. Loss of or damage to personal property that is not required for or directly related to a school district activity.
4. Loss of property where reimbursement for said loss is covered by an existing formal agreement between the school district and owner of the property. In such cases reimbursement shall be in accordance with the terms and conditions of that agreement.

Conditions

1. Written authorization signed by the building administrator acknowledging the existence and value of the property item must be on file in the administrator's office and in Risk Management prior to loss or damage of property.
2. Reimbursement of personal property accepted for use for educational purposes shall be in excess of any other collectible insurance and will include reimbursement for loss within the deductible of other personal insurance, providing said property is registered with the building administrator's office.
3. Reimbursement shall be subject to a limit of \$500 per person/per occurrence, subject to a maximum amount payable from any single occurrence of \$100,000. In the event of a catastrophic loss, the \$100,000 total limit shall be distributed over all claims submitted on a prorata basis.
4. The party requesting reimbursement for loss must file proof of loss including date of loss, description of property, and circumstances. In addition, the requesting party must provide evidence that no other insurance is available or proof of submission of loss to other insurance.
5. In the event lost or stolen property is recovered, the district shall be entitled to recover any payment made under any claim made for said property.

CORVALLIS SCHOOL DISTRICT 509J
Personal Property
Accepted for Use for Educational Purposes

| Description of Personal Property | Value of Personal Property | Date of Purchase |
|-------------------------------------|-------------------------------|---------------------|
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |
| _____ | \$ _____ | _____ |

Property Owner Signature

Date

Administrator Signature

Date

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INDIVIDUALS USING PERSONAL PROPERTY FOR EDUCATIONAL PURPOSES MUST PROVIDE THEIR OWN PERSONAL PROPERTY INSURANCE. DISTRICT INSURANCE IS TO BE USED TO COVER PERSONAL PROPERTY INSURANCE DEDUCTIBLES ONLY.

CORVALLIS SCHOOL DISTRICT 509J
Request for Reimbursement
Loss of Personal Property

| | |
|--|----------------------------------|
| Name _____ | <input type="checkbox"/> Student |
| | <input type="checkbox"/> Staff |
| | <input type="checkbox"/> Other |
| Address _____ | |
| Phone _____ | |
| Description of property _____ | |
| _____ | |
| Date of Loss _____ | |
| Location of Loss _____ | |
| Circumstances _____ | |
| _____ | |
| Amount of Reimbursement Requested \$ _____ | |
| _____ | _____ |
| Property Owner Signature | Date |
| _____ | _____ |
| Administrator Signature | Date |
| _____ | _____ |
| Risk Management Approval | Date |
| _____ | _____ |

* * * IMPORTANT * * *

**Copy of the police report along with evidence, proof of loss, and other insurance
Information must be attached to this form in order to receive reimbursement.**

Original—Risk Management
Copy—School