

ADMINISTRATIVE POLICY

CAMPS

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Camps may be conducted as a vehicle for enhancing various extra-curricular activities of the school system. Camps may be sponsored and administered by individual school system employees, Booster Clubs or other parent organizations. Approval is required by the Director of Schools/designee on all camps upon recommendation of the Principal where children are assessed a fee for participation (ref. [ISA-F011](#)). No student will be required to participate in a camp as a prerequisite for participation in the ensuing school year.

The following regulations apply to all camps:

1. Recommendation from Principal will include locations, dates, time, participants, projected budget, fees and expenses including any salary supplements paid to school system employees. **All requests must be made at least six weeks prior to the start of camp to insure sufficient time of obtaining the Director of School's/designee's approval.**
2. Principal will provide the parents/guardians of participant with information pertaining to fees, dates, times, locations, insurance, medical examinations, rules and regulations and other information necessary to provide understanding and support of the program.
3. Students will provide parent/guardian written permission to participate in the program and a signed medical examination form, if required.
4. Funds will be receipted and disbursed through the School ISA according to established accounting procedures. Exceptions are camps sponsored by recognized school organizations such as Booster Clubs or Parent Organizations, which will be required to maintain a set of books according to established accounting procedures.
5. Salary supplements, including matching taxes and retirement, are to be reported and paid to the Business Department. Supplements will be disbursed to employees through the Payroll Office at designated payroll dates.
6. The Principal will report to the Director of Schools/designee the actual number of participants, income received, expenses paid and net profit or loss incurred within 30 days of the camp's conclusion, (ref. [ISA-F012](#)).
7. School will charge 20% of gross receipts. This amount will be deposited into an ISA account to be used at the discretion of the Principal.

Associated Documents: Request for Camp Approval ([ISA-F011](#))
Camp Financial Report ([ISA-F012](#))

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/13/09		Initial Release
4/30/12	A	Deleted "summer" from the title and in the document (including forms) as this relates to ALL camps, not just summer.

*** End of Policy ***