**Athletic/Band Camp Guidelines**

**AN APPLICATION MUST BE FILLED OUT AND SENT TO AMY MARTIN IN FINANCE FOR APPROVAL BY THE CSFO BEFORE CONDUCTING ANY ATHLETIC/BAND CAMPS**

**Local Camp**

* Involves only district students
* No fees are charged
* Employees of the district do not receive compensation

**Camp Fundraiser**

* May not be limited to district students
* Fees are charges
* Employees of the district DO NOT receive compensation
* All funds raised go to the benefit of the sport/activity

**Open Event Camp**

* Not limited to district students
* Fees for participation are charged
* Employees of the district receive compensation for coordinating or working the camp
* May be sponsored or run by third party

**Accounting Procedures for Camps**

* **All camps will be accounted for on the school’s books**
* Prior approval for **ALL CAMPS** is requires for the CSFO-see attached form
* All receipts from camp must run through the school bookkeeper
* All expenditures must be paid through the school books by check
* Normal accounting/purchasing procedures must be followed
* Charges for facility use and other administrative fees should be consistent based on board policy
* Individual must be designated as event coordinator

**Compensation to District Employees**

* **All compensation must go through payroll**

 IRS regulations do not permit an employee to send a 1099 to an employee. All wages must be reported on the W-2

* Compensation should be reasonable when compared to duties performed

 ▪All extra pay (including benefits) must receive prior board approval

 ▪All work must be outside regular employment hours

 ▪Non-exempt employees must be paid at an hourly rate to include overtime

**Camps Run by Third Party**

* Prior Board Approval
* Liability Insurance-Board added as insured
* Facility use fee-According to board policy
* Background checks are required for ALL camp staff not employed by SCCCBOE