

Extra-Curricular Camp Procedures

Camps occur throughout the school year and during the summer. Most camps are athletic in nature, but there are academic related camps that also take place.

- Any staff member of Madeira City Schools interested in running a camp must complete the **Camp Request Form**. The Form should be completed in its entirety, proposed camp flyers or any form linked on a district webpage that will be distributed should be attached to the form along with any other details describing the camp.
- **Athletic Camp Requests** should be coordinated and submitted to the Athletic Director. **Non-Athletic Camp Requests** should be coordinated and submitted to the Building Principal.
- **Camp Request Forms** are signed by the Coach/Activity Director and submitted to the Athletic Director or Building Principal. Upon the AD/Principal approval on the form the **Camp Request Form** is submitted to the Superintendent. Superintendent reviews, approves and submits to the Treasurer.
- Approved **Camp Request Forms** will be returned to the Coach/Activity Director by the **Treasurer** with direction on accounts to be used for deposits and expenses. The Athletic Director Admin. Asst./Building Admin. Asst. will be notified of the correct accounts.
- Treasurer Dept. will **log** the **Camp Request Form** to begin follow-up for proceeds and purchase orders associated with the camp.
- At the completion of the camp (*per the date on the Camp Request Form*) the Treasurer Dept. will follow-up with the Coach/Activity Director to complete the **Camp Results Report**.
- **Within 15 days of camp completion** the **Camp Results Report** should be **completed in its entirety** by the Coach/Activity Director and submitted to the Athletic Director or Building Principal for approval of information and salary/payment recommendations. The Treasurer can provide the revenue and expenditure data if the Coach/Activity Director needs such.
- Upon approval of the **Camp Results Report** by the Athletic Director or Building Principal the **Camp Results Report** will be submitted to the **Treasurer and Superintendent**.
- The **Treasurer** will review the **Camp Results Report** and the recommendation to hire and verify to the Supt. that the Camp funds are available to pay the workers in the appropriate manner.
- The **Superintendent** will approve the recommendations to hire or pay.
- The **Treasurer** will place the supplemental contracts on the board agenda and/or pay the workers via voucher approved by the Coach/Athletic Director or Activity Director/Building Principal. The Treasurer Dept. will close out the camp on the Camp log.

Madeira City Schools
Camp Request
THIS FORM MUST BE SUBMITTED TO ATHLETIC DIRECTOR/PRINCIPAL
FOR APPROVAL 4 WEEKS BEFORE CAMP

Name of Organization _____ Date _____

Camp/Activity _____

Contact Person (School) _____ Phone _____

Email _____ Location* _____

*Please describe camp (attach flier): _____

Anticipated Net Revenue:

# Of Camp Registration				
\$ Amount for Camp	X	\$ _____		
Total \$ Registration			= \$	_____
Donations			\$	_____
Other			\$	_____
Anticipated Total Revenue:			\$	_____

List Anticipated Names of Staff and recommended salaries (Director, Supervisor, Site Coordinator, Instructor, Counselors). Salary Guideline listed below.

*Camp Director	Salary Range	\$0 - \$2000
*Camp Supervisor		\$0 - \$1500
*Site Coordinator		\$0 - \$1000
Camp Instructor		\$0 - \$800
Camp Counselor		\$0 - \$500

*Denotes the need for Board approval and additional requirements including but not limited to: BCI/FBI, Pupil Activity Permit, Education Aide Permit, ODE License, Payroll paperwork, all coaching requirements completed, signed contract. Any staff receiving \$600 or more will be paid through the payroll system.

Recommended amount of salaries cannot exceed Anticipated Net Revenue

Full Name	Position	Recommended Salary Range of Specific	Active BCI/FBI Background Check	ODE License or Pupil Activity Permit

Return completed form to Athletic Director or Building Principal at least four (4) weeks prior to start of proposed camp.

_____ Approval Signature _____ Not Approved Signature

_____ Activity Director Signature _____ Admin. Signature (AD or Prin.) _____ Supt. Signature

_____ Date _____ Date _____ Date

_____ Treasurer Signature _____ Date

Accounts to be Used for Camp _____

Camp Results Report

Contact Treasurer's Office for needed financial information.

Revenue:

Of Camp Registration _____
 \$ Amount for Camp X \$ _____
 Total \$ Registration \$ _____
 Donations \$ _____
 Other \$ _____
 Total Revenue \$ _____

Expenses:

Salary Guidelines

*Camp Director Salary Range \$0 - \$2000
 *Camp Supervisor \$0 - \$1500
 *Site Coordinator \$0 - \$1000
 Camp Instructor \$0 - \$800
 Camp Counselor \$0 - \$500

*Denotes the need for additional requirements including but not limited to: Active BCII/FBI, Pupil Activity Permit, all coaching requirement, Educational Aide Permit, License, payroll paperwork. After board approval and signed contract payroll will be distributed.

(The amount of salaries cannot exceed revenue).

Submit recommendation to hire to Supt. to be placed on the Board Agenda. Anyone listed for \$600 or more and/or Supervising staff. Counselors/Instructors not currently on staff and not supervising students should be paid via Purchase Order approved by the Building Principal.

Please include a list of Salary Workers/Positions/Amount (or attach schedule)

Full Name	Position	Recommended Salary Actual	Active BCII/FBI Background Check	ODE License or Pupil Activity Permit

Salary Expenses:

Total Salaries \$ _____
 Retirement/Medicare (.1545 * Salary Total) \$ _____

Misc. Expenses:

List _____

Total Misc. Expenses \$ _____

Total Expenses \$ _____

Camp Profit/Loss \$ _____

Camp Coach/Sponsor Signature: _____ Date _____

Athletic Director or Principal _____ Date _____

Superintendent Signature: _____ Date _____

Treasurer Signature: _____ Date _____

Treasurer's Department – NOTE - For payment of Salary \$ Amounts the results report must be submitted to Superintendent for approval. Treasurer will coordinate Board approval process where necessary.