



Godley ISD Summer Camps

The following steps include the procedures on requesting, hosting, and completing a Summer Camp with Godley ISD. All camps must follow the [UIL School Sponsored Camp Rules](#).

Step 1: Request Use of Facility

Request the appropriate facility with Bailey Peterson at bpeterson@godleyisd.net.

Step 2: Request HomeTown Ticketing Event

The only form of electronic payment used will be HomeTown Ticketing, as no other mobile payment platforms will be accepted. For setup of an event, contact Dora Narvaiz at dnarvaizmolina@godleyisd.net.

Step 3: Plan Budget for Event

Plan for the event with estimates on registrants, worker/payroll costs, and supplies.

Step 4: Payment of Camp Workers

All camp workers (regardless of employment status with GISD) will be paid a flat rate depending on their involvement each camp day as follows:

Camp Directors:	\$175 for a camp schedule of 4 hours or less
Other Camp Workers:	\$125 for a camp schedule of 4 hours or less

If the camp schedule is 4 hours or more each day, the following additions will be made per hour:

Camp Directors:	\$20 per hour
Other Camp Workers:	\$10 per hour

Example 1: If a camp schedule is 8:30 am to 11:30 am, a director will be paid \$175 for the day, while a camp worker will be paid \$125.

Example 2: If a camp schedule is from 8:30 am to 2:30 pm, a director will be paid \$215 for the day, while a camp worker will be paid \$145 for the day.

A camp day is designated by calendar date (i.e. June 1-3 would be 3 camp days) for purposes of payment calculations, as payments will be based on the camp's scheduled duration listed on the Camp Information Sheet.

GISD Employees:

Taxes will be withheld from employees and will be paid from the appropriate activity account.

Non-GISD Employees:

All Non-GISD employees working summer camps will require a W-9 and an Authorization for Criminal History Check. Please reach out to Lori Leyva at lleyva@godleyisd.net or designated HR representative PRIOR to the commencement of the camp. W-9 forms shall be submitted to the Campus Business Office WITH the Summer Camp Accounting Summary Worksheet. Taxes will not be withheld from non-employees and will be paid from the appropriate activity account.

Make sure all forms are signed and dated prior to the start date of the camp.

Camp directors or workers can voluntarily choose to not be paid for the camp, and instead have the funds stay in the appropriate activity account. If chosen, each camp worker that would like to donate their time will need to provide written communication to the camp director before the start of the camp. This written documentation will need to be included with the Summer Camp Accounting Summary Worksheet.

Step 5: Purchasing Order Timelines

Purchases for the summer camps will be processed by the campus business office and funded out of the appropriate activity account. Order requests should be submitted to the campus business office. All purchasing must be in accordance with district purchasing policy.

No purchases will be reimbursed if prior approval through the Skyward system was not received before the purchase of the item. If an item is needed in an urgent situation, you must receive written approval from the Chief Financial Officer before making the purchase.

Step 6: Collect Money

Money collected (all cash and checks must be deposited) will be turned into the coach and recorded on the tabulation sheet. The coach will turn the money and a copy of tabulation form into the campus business office. The campus business office will issue a receipt to the coach and make the deposit. Money collected will be placed in the appropriate activity accounts. If camps do not run, money will be refunded by submitting a request to the campus business office.

For online payments through HomeTown Ticketing, reports will be run by the admin business office to verify revenue reported on the Summer Camp Accounting Summary Worksheet.

Step 7: Conduct Camp

Step 8: Complete Final Accounting

The Summer Camp Accounting Summary Worksheet is required to be signed by the camp director and the appropriate Athletic Director. The campus Business Office shall verify deposits, revenue, and expenses. All receipts and W-9s must be received prior to being turned in for processing.

You must designate the specific activity code that the camp will be supporting by listing the account code for one or more groups on the Summer Camp Accounting Summary Worksheet.

Step 9: Submit All Paperwork for Processing

Submit the Summer Camp Accounting Summary Worksheet, Camp Information Sheet, and all receipts to the Campus Business Office. Submission should be no more than three business days after conclusion of camp.

Salaries will not be issued until all the final accounting is approved by the Athletic Director or Principal, and Chief Financial Officer.

Step 10: Final Approval of Completed Paperwork

The Business Office will review, verify, and approve all documentation submitted. If additional information is needed, the Business Office staff will contact the director of the camp.

Step 11: Payment Processing

Employee payments are issued in accordance with the payroll office check run dates.

Any additional questions can be directed to any of the contacts above and the Chief Financial Officer (spencerdavis@godleyisd.net).