June 5, 2023

TO: Principals, Associate Principals and Activities Director

FROM: Timothy Flood, Associate Director of District Co-Curricular Planning

INFO: Vicki Bayer, David Johns, Luanne O'Leary

RE: **School Camps**

Please communicate this information to coaches and other staff members in your schools who may be interested in conducting camps in any of the Green Bay Public School facilities. The following guidelines will continue to apply.

1. If an employee of the School District wishes to run a camp, has the permission of the building principal and charges a $30 or less participation fee, the camp will be considered a school function, and no fees will be charged for the use of school facilities.

2. If a camp is sponsored by an employee or an outside group, and a charge is assessed for more than $30 per participant, the camp is not considered a school function and must conform to all requirements of Board policy governing the use of school facilities including the provision of a certificate of insurance.

3. Principals must coordinate the dates and times for approved camps with the Facilities and Related Services Department to avoid construction conflicts.

4. A Camp Request Form must be completed and sent to Timothy Flood, Administrator of District Co-Curricular Programming (see attached form).

2024-25 Camp Request Form

Name of Camp Director _____

Address _____

Phone Number (home) _____

(work) _____

Description of Camp

Dates of Camp _____

Facility to be Used _____

Cost Per Participant: $_____ (not to exceed $30)

Age Group: _____

Other Comments:

I fully understand the guidelines associated with camps and will abide by them.

_____ _____

Signature Date

_____ Approved _____ Disapproved _____

Activities Director

If approved, include flyer in electronic Parent Back Pack:

___ Yes ___ No

_____ Approved _____ Disapproved _____

Principal

_____ Approved _____ Disapproved _____

Timothy Flood, Associate Director of District Co-Curricular Planning

**If camp is an extension of a class, Tim will forward to Executive Director(s) of Teaching and Learning for approval:

_____ Approved _____ Disapproved _____

Executive Director of Teaching and Learning