

MEMO

ATHLETICS & FACILITIES DEPARTMENT

TO: High School Principals
Middle School Principals
Athletic Directors

FROM: (Employee's Name), (Title)

DATE: (Date)

RE: **SUMMER HIGH SCHOOL/MIDDLE SCHOOL ATHLETIC CAMPS**

The following procedures will apply to high school/middle school summer camps.

1. Coaches for each respective sport at each building will meet to plan their camps. Approval of building Athletic Director and Principal is required.
2. Coaches will meet with the summer athletic camp committee (Name of Committee Members) for approval. Each coach will submit a plan which will include length of camp, time, participants, budget, staff and camp coordinator stipends, etc.
3. Expenditures should be reasonable and directly related to the operation of the camp. These expenditures must be approved by the District Athletic Director.
4. Once approved, coaches will organize, advertise, etc.
5. Money collected will be placed in summer camp accounts established by the bookkeeper at each high school/middle school.
6. Final decisions to run camps will be determined before the end of the school year based on pre-established guidelines.
7. If camps do not run, money will be refunded by submitting a request to the bookkeeper.
8. A building use form will be initiated by the coach. Principal signs first; Director of Athletics and Facilities signs second; Operations and Maintenance sign third; and Community Education signs last.
9. All money collected by the bookkeeper will be turned over to (Employee's Name) in Fiscal Services at the end of the school year.
10. After school is out and the bookkeeper is gone for the summer, coaches are to submit check requests to (Employee's Name) in Fiscal Services if they need checks.
11. When school bookkeeper returns in August, **coach will complete a final accounting for the camp. The report is distributed to the Principal, District Athletic Director and Fiscal Services Director. Registration rosters will be included in the coach's final report. Salary stipends will not be issued until all the final accounting is approved by the District Athletic Director or his/her designee.**

12. Additional insurance for athletes/campers is available at the high school and middle school main office.
13. All cheerleaders/dance team coaches who are planning summer camps must also follow the above mentioned procedures.

cc: (Designated Recipients)

Attachments (2)

**(SCHOOL DISTRICT) SUMMER ATHLETIC CAMP
BUDGET SUMMARY SHEET**

Name of Camp: _____

Name of Coach: _____

Number of Registrants: _____ @ _____ = _____

STAFF STIPENDS

<u>NAME</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	<u>TOTAL</u> _____

LIST OF EXPENSES

<u>NAME</u>	<u>AMOUNT</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	<u>TOTAL</u> _____

Deposit to Athletic Team Account: _____

Coach's Signature: _____