

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.601.3

Conducting Club/Sport Camps

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Oak Ridge Schools recognizes the inherent value of hosting club/sport camps utilizing facilities owned by the district. This procedure is not intended to discourage summer sports camps and all requests to host club/sport camps utilizing district facilities will be considered on a case-by-case basis.

Employees/coaches authorized to host a sports camp utilizing district facilities must conform to this procedure.

Club/Sport Camps will be considered school fundraisers and must be conducted in compliance with laws, rules, regulations, and policies governing fundraising activities. Prior to any club/sport camp being planned, organized, or conducted that will advertise using the district's/school's name or logo, that will utilize student-athletes from the district in conducting the club/sport camp, and/or that will utilize district's facilities, this administrative procedure must be followed. The intent of this administrative procedure is to ensure compliance with *Tennessee Internal School Funds Manual* as well as policies of the Oak Ridge Board of Education including, but not limited to, the following:

- 1) Policy 3.206 – school facilities may not be used for private profit;
- 2) Policy 5.601 – employees of the district will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:
(1) School employees may not purchase for sale to students any goods or equipment *or render any service to the school system on a commission basis* (emphasis added);
- 3) Policy 2.601 – no school employee shall personally benefit from any fundraising activity; and,
- 4) Policy 5.607 – an employee *will not perform any duties related to an outside job during their regular working hours* or during the additional time that the responsibilities of the position require, nor will *an employee use any district facilities, equipment, or materials in performing outside work.* This policy further provides, “When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided all the following conditions are met: (4) *The individual does not receive compensation for work that is customarily within their regular position*” (emphasis added).

APPROVAL PROCESS

Prior to any club/sport camp being planned, organized, advertised, or conducted, the employee requesting to hold the club/sport camp must:

- 1) Fill out the “Club/Sport Camp Fundraising Authorization” providing specific detail of the proposed activity.
 - This form must be filled out in its entirety and must be specific.
 - The “Purposed Uses of Funds Raised” section must detail all anticipated expenses of the summer club/sport camp including, but not limited to, pay for other school employees assisting in the club/sport camp, pay for any referees/umpires, cost of any/all supplies, proposed pay for the camp coordinator of the fundraiser, and how the remaining profit will be expended.
- 2) Submit the information to the Building Principal, Athletic Director for sport camp and the Director of Schools or his designee for approval. A copy of the approved form must be submitted to the school's bookkeeper for audit purposes.

3) After approvals, plan, organize, and conduct the activity.

Additional Clarification

- **Collection Logs** - A collection log must be utilized for all receipts, with an indication as to whether the funds were collected in cash or check. Funds must be remitted to the school's bookkeeper, or designee, daily.
- **Fundraiser Summary Report** - At the conclusion of the club/sport camp, the "Fundraiser Summary Report" must be filled out, properly approved by the principal of the school, and given to the school's bookkeeper for audit purposes.
- **Documentation of Expenses** - All expenses of the club/sport camp must be properly documented, including expenditure of the profit generated, and must be within the parameters of the proposed uses of funds.
 - Any change in use requires approval of the Building Principal and the Director of Schools or his designee.
- **Required Liability Insurance** – Liability insurance is required to cover non-Oak Ridge Student Athletes that are participating in the club/sports camp. Proof of the required liability insurance must be submitted to the Executive Director of School Leadership prior to the start of camp. Assistance in procuring this insurance is available through the Business Office. **Additional liability insurance is not required if all student athletes participating in the club/sport camp are enrolled in the Oak Ridge School System.**
- **Camp Staff Compensation** – Individuals working club/sport camps will be compensated on an hourly basis. The hourly wage for camp workers will vary according to assignment and will not exceed \$50.00 per hour.
- **Camp Coordinator Compensation** – Camp coordinators will be compensated for planning, coordinating and managing club/sport camps according to the length of individual camps. Coordinator compensation may vary and will not exceed \$75.00 per hour. The duration of club/sport camps will be limited to provide custodial and maintenance staff the time necessary to prepare facilities for the upcoming school year. A staff member, club sponsor, an individual coach or team will be limited to scheduling a maximum of 8 camp days per school year.
- **Compensation Adjustments** – Club/Sport Camps are considered fundraising activities and are not financially supported by the Oak Ridge School System. Compensation for club/sport camp workers and coordinators may require adjusting if insufficient funds are available to support the approved recommended level of pay.

Club/Sport Camps shall not be planned, organized, or conducted by employees of the district through a third party, *i.e.*, school support organization, for the purpose of circumventing the requirements of this administrative procedure. All club/sport camps shall comply with this administrative procedure.



Club/Sport Camps Fundraiser Authorization

School: _____ Date: _____

Group requesting permission: _____

Camp Dates: _____

Camp Coordinator _____ Phone #: _____

Description of proposed Camp:

Will Group/Organization receive school equipment or materials as part of this fundraising activity?
 Yes No

Attach a list of specific equipment or materials that will be received as a result of this fundraiser activity.

Purpose/Need of Fundraising Activity:

Date(s) of Fundraiser: Begin _____ End _____

Anticipated Number of Participants: _____

Individual Participant Cost: \$ _____ Team Cost: \$ _____

Where will camp take place? _____

Proposed use of Funds Raised:

Will any type of technology devices or equipment be received as a result of this fundraising activity?
 Yes No

If yes, approval from the Director of Technology is required. Attach a list of specific technology equipment or devices that will be received due to this fundraising activity and submit to the Director of Technology.

Method by which school will receive profit: _____

Margin of Profit (if applicable): _____

SBA Account #: _____

Current Balance of Account: \$ _____

Liability Insurance Provider (for non-ORS student participation): _____

Cost: \$ _____ Anticipated Purchase Date: _____

Proof of required liability insurance must be submitted to the building principal & Executive Director of School Leadership prior to the start of camp.

Anticipated Collections: \$ _____

25% of collections less fixed expenses will be transferred to General Athletics acct or General acct

Anticipated Expenses:

Liability Insurance for non-ORS students:	\$ _____	
Maint/Custodial Fees - ORS Facility Usage:	\$ _____	
Camp Supplies (shirts, etc.):	\$ _____	
		\$ 0.00
Total Fixed Expenses:		\$ _____
Salaries (include details on page 3):	\$ _____	
		\$ 0.00
Total Anticipated Expenses:		\$ _____

A Fundraiser report must be completed at the conclusion of camp and turned into the Bookkeeper

Anticipated Salaries:

1. Position: _____ Hourly Rate: \$ _____ Total
Expected Cost \$ _____

Position Description:

2. Position: _____ Hourly Rate: \$ _____ Total
Expected Cost \$ _____

Position Description:

3. Position: _____ Hourly Rate: \$ _____ Total
Expected Cost \$ _____

Position Description:

4. Position: _____ Hourly Rate: \$ _____ Total
Expected Cost \$ _____

Position Description:

5. Position: _____ Hourly Rate: \$ _____ Total
Expected Cost \$ _____

Position Description:

All salaries are estimates only until camp completion. Salaries are only available if supported by collections. Camp organizers should ensure workers are aware of potential changes in pay amounts based on actual camp collections. Payments to ORS employees must be made through payroll.

Required Approvals

Sponsor/Coach: _____ Date: _____

Athletic Director (if Sport Camp): _____ Date: _____

Building Principal: _____ Date: _____

Exec. Dir. Of School Leadership: _____ Date: _____

Director of Technology (if applicable): _____ Date: _____

Note: This form is to be used for requests as outlined in Administrative Procedure AP 2.601.3