

# Oak Ridge Schools

## Office of the Superintendent



### Administrative Procedure 2.601 (B)

### Fundraising Activities/ Conducting Sports Camps

December 16, 2024

## Conducting Sports Camps

Oak Ridge Schools recognizes the inherent value of hosting sports camps utilizing facilities owned by the district. This procedure is not intended to discourage summer sports camps and all requests to host sports 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.

Sports camps will be considered school fundraisers and must be conducted in compliance with laws, rules, regulations, and policies governing fundraising activities. Prior to any sports 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 sports 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 sports camp being planned, organized, advertised, or conducted, the employee requesting to hold the sports camp must:**

- 1) Fill out the “Sports 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 sports camp including, but not limited to, pay for other school employees assisting in the 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 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 sports 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 sports 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 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 sports camp are enrolled in the Oak Ridge School System.**
- **Camp Staff Compensation** – Individuals working sports 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 sports camps according to the length of individual camps. Coordinator compensation may vary and will not exceed \$75.00 per hour. The duration of sports camps will be limited to provide custodial and maintenance staff the time necessary to prepare facilities for the upcoming school year. An individual coach or team will be limited to scheduling a maximum of 8 camp days per school year.
- **Compensation Adjustments** – Sports Camps are considered fundraising activities and are not financially supported by the Oak Ridge School System. Compensation for sports camp workers and coordinators may require adjusting if insufficient funds are available to support the approved recommended level of pay.

Sports 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 sports camps shall comply with this administrative procedure.

December 16, 2024

## Sports Camp 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? (circle one)    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): \_\_\_\_\_

SBAA 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 account**

**Anticipated Expenses:**

Liability Insurance for non-ORS students: \$ \_\_\_\_\_

Maint/Custodial Fees - ORS Facility Usage: \$ \_\_\_\_\_

Camp Supplies (shirts, etc.): \$ \_\_\_\_\_

Total Fixed Expenses: \$ \_\_\_\_\_

Salaries (include details on page 3): \$ \_\_\_\_\_

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**

- Coach: \_\_\_\_\_ Date: \_\_\_\_\_
- Athletic Director: \_\_\_\_\_ 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 (B)**



# Sports Camp Fundraiser Summary Report

Fundraising Activity: \_\_\_\_\_

Fund/Account Name: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date(s) of Fundraiser: \_\_\_\_\_

Authorized Purpose: \_\_\_\_\_

Total Collections	\$	_____
Less – Total Expenses	\$	_____
Total Fundraiser Profit	\$	_____
Total Purchases with Fundraiser Profit (attach printout)	\$	_____
*Difference	\$	_____

*\*If the amount spent is less than the profit, please provide explanation and intended disposition of balance. (The disposition of excess proceeds or a change in purpose must be approved by the director of schools.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bookkeeper will attach receipts and expenses to this report.**

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Bookkeeper)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Schools or Designee)