



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT

All learning. All growing.

August 27, 2014

TO: Principals, Associate Principals and Activities Director

FROM: Kim Pahlow, Associate Superintendent

INFO: Mark Smith, Teri Willems, Andrea Landwehr, Barb Dorff, and Mike Stangel

RE: **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 Kim Pahlow, Associate Superintendent (see attached form).

2014-15 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 _____

Kim Pahlow, Associate Superintendent

Return to: Associate Superintendent PreK-16 Programs
Green Bay Area Public School District
P.O. Box 23387
Green Bay, WI 54305

- If camp is an extension of a class, Associate Superintendent will forward to Supervisor of Extended Learning for approval:

____ Approved ____ Disapproved _____

Supervisor of Extended Learning