



**August 17, 2017**

**TO:** Principals, Associate Principals and Activities Director

**FROM:** Tim Flood, Administrator of District Co-Curricular Planning

**INFO:** John Magas, Ann Barszcz, Andrea Landwehr, Tom Hoh, Vicki Bayer, Claudia Henrickson, Mike Stangel, Mike Friis and Nancy Chartier

**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 Timothy Flood, Administrator of District Co-Curricular Programming (see attached form).

**2017-18 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 \_\_\_\_\_

Tim Flood, Administrator of District Co-Curricular  
Planning

Return to: Megan Brouch, Administrative Assistant  
Green Bay Area Public School District  
P.O. Box 23387  
Green Bay, WI 54305

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

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Executive Director of Teaching and Learning