July 8, 2019

TO: Principals, Associate Principals and Activities Director

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

INFO: John Magas, Ann Barszcz, Andrea Landwehr, Judy Wiegand, 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).
2019-20 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: Beth Jones, 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/Judy will forward to Executive Director(s) of Teaching and Learning for approval:

_____ Approved     _____ Disapproved

Executive Director of Teaching and Learning