

**Provo City School District**  
**Policy Series 6000: Finance and Operations**

6580 F4

**Camps, Clinics, and Related Activities**

Non-School/District Sponsored Activities

**EMPLOYEE INVOLVEMENT DISCLOSURE STATEMENT**

Educator Name: \_\_\_\_\_

School: \_\_\_\_\_

Private Activity: \_\_\_\_\_

Private Activity Sponsor(s): \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Dates of Activity: \_\_\_\_\_

As an educator in Provo City School District, I understand that I may participate in a non-district sponsored activity if the activity is separate and distinguishable from employment in the school district and does not interfere with performing the duty of employment with the school district in any way. If Provo City School District students are involved in my non-district sponsored activity, I will have parents sign the Parent Notification and Release of Liability form. I will disclose any form of remuneration I receive from the parent.

I have provided to the principal of my school a copy of all contracts, where applicable, between myself and the private activity sponsor(s). I agree to provide liability insurance where applicable. I understand that the school district will maintain a copy of these contracts and this disclosure statement in my school file. I agree that the private activity is not sponsored by the school or school district and that my duties to the activity sponsor(s) are outside the scope of and unrelated to any duties or responsibilities that I may have as an employee of Provo City School District. I agree to abide by all laws and rules of the State of Utah pertaining to and consistent with Provo City School District guidelines, including obtaining the Parent Notification and Release of Liability form for Employee Involvement in Non-District Sponsored Activities.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: August 1, 2013