

Provo City School District
Policy Series 6000: Finance and Operations

6580 P1

Camps, Clinics, and Related Activities

School Sponsored Events

Camps, clinics, and other activities involving school-sanctioned groups such as teams, performing arts, or other school employee groups, must be handled as “School Sponsored Events”. When an event is sponsored by a coach or instructor at the school, the public believes that the event is sponsored by the school.

All school-sponsored events must be pre-approved by school administration (6580 F1). Employees must submit planned events well in advance, preferably on an annual basis. Pre-approval must be obtained before any public or parent meetings.

Having possession of or access to a key does not grant (implied or tacit) permission to use facilities.

The school’s financial secretary must collect all fees for camps or clinics or other activities sponsored by the district. Teachers or coaches cannot collect fees. All costs associated with camp, clinic or other activity must also be submitted to the financial secretary for payment. Purchase cards may be used.

Fee waiver procedures apply to all activities sponsored by the district.

Coaches or teachers may be paid the summer school rate, hourly teacher rate or contract teacher hourly rate based on lane and step, provided the money collected for the activity supports that rate. Contract teacher hourly rate is calculated by dividing the base annual salary by 183 days to calculate the daily rate. The daily rate is divided by 8 hours to calculate the hourly rate.

The employee must submit a time card to the payroll department indicating the actual hours worked. The school will be charged the coach’s or teacher’s salary plus benefits (use +30% to estimate cost).

With prior written approval from the principal, the school may pay non-district employees as independent contractors. Non-district employees must complete the IRS form W-9 prior to payment. The district will issue an IRS1099 form at the end of the year.

A roll with attendance must be kept for all camps and clinics. (6580-F3)

School Approved Activity Approval Form must be completed (6580-F1).

Out of state, and/or overnight activities must be approved by the Superintendent and/or board of education.

For off premises and overnight sponsored events, all compensation, if any to coaches or advisors, must be processed through district payroll. Hours to be compensated are to be pre-approved by the school administration. To prevent a conflict of interest no compensation can be received outside district payroll.

Any non-district employee must abide by district guidelines including being fingerprinted (if the employee will be working one on one with the students), before performing services for the district.

Coaches, advisors and other school personnel cannot increase vendor fees for camps, clinics, workshops, etc. to help increase personal remuneration.

Adopted: August 1, 2013