

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.601 (B)

Fundraising Activities/ Conducting Summer Sports Camps

November 2, 2017

Conducting Summer Sports Camps

Oak Ridge Schools recognizes the inherent value of hosting summer sports camps utilizing facilities owned by the district. This procedure is not intended to discourage summer sports camps and all requests to host summer sports camps utilizing district facilities will be considered on a case-by-case basis. Employees/coaches authorized to host a summer sports camp utilizing district facilities must conform to this procedure.

Summer sports camps will be considered school fundraisers and must be conducted in compliance with laws, rules, regulations, and policies governing fundraising activities. Prior to any summer sports camp being planned, organized, or conducted that will advertise using the district's/school's name or logo, that will utilize student-athletes from the district in conducting the summer sports camp, and/or that will utilize district's facilities, this administrative procedure must be followed. The intent of this administrative procedure is to ensure compliance with *Tennessee Internal School Uniform Accounting Policy Manual* as well as policies of the Oak Ridge Board of Education including, but not limited to, the following:

- 1) Policy 3.206 – school facilities may not be used for private profit;
- 2) Policy 5.601 – employees of the district will not engage in, or have financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to the following:
(1) School employees may not purchase for sale to students any goods or equipment *or render any service to the school system on a commission basis*” (emphasis added);
- 3) Policy 2.601 – no school employee shall personally benefit from any fundraising activity; and,
- 4) Policy 5.607 – an employee *will not perform any duties related to an outside job during their regular working hours* or during the additional time that the responsibilities of the position require, nor will *an employee use any district facilities, equipment, or materials in performing outside work.*” This policy further provides, “When the periods of work are such that certain evenings, days or vacation periods are duty-free, the employee may use such off-duty time for the purposes of compensation provided all the following conditions are met: (4) *The individual does not receive compensation for work that is customarily within their regular position*” (emphasis added).

APPROVAL PROCESS

Prior to any summer sports camp being planned, organized, advertised, or conducted, the employee requesting to hold the summer sports camp must:

- 1) Fill out the “Summer Sports Camp Fundraising Authorization” providing specific detail of the proposed activity.
 - This form must be filled out in its entirety and must be specific.
 - The “Purposed Uses of Funds Raised” section must detail all anticipated expenses of the summer sports camp including, but not limited to, pay for other school employees assisting in the summer sport camp, pay for any referees/umpires, cost of any/all supplies, proposed pay for the camp coordinator of the fundraiser, and how the remaining profit will be expended.

- 2) Submit the information to the Building Principal, Athletic Director and the Director of Schools or his designee for approval. A copy of the approved form must be submitted to the school's bookkeeper for audit purposes.
- 3) After approvals, plan, organize, and conduct the activity.

Additional Clarification

- **Collection Logs** - A collection log must be utilized for all receipts, with an indication as to whether the funds were collected in cash or check. Funds must be remitted to the school's bookkeeper, or designee, daily.
- **Fundraiser Summary Report** - At the conclusion of the summer sports camp, the "Fundraiser Summary Report" must be filled out, properly approved by the principal of the school, and given to the school's bookkeeper for audit purposes.
- **Documentation of Expenses** - All expenses of the summer sports camp must be properly documented, including expenditure of the profit generated, and must be within the parameters of the proposed uses of funds.
 - Any change in use requires approval of the Building Principal and the Director of Schools or his designee.
- **Required Liability Insurance** – Liability insurance is required to cover non Oak Ridge Student Athletes that are participating in the summer sports camp. Proof of the required liability insurance must be submitted to the building principal prior to the start of camp. **Additional liability insurance is not required if all student athletes participating in the summer sports camp are enrolled in the Oak Ridge School System.**
- **Camp Staff Compensation** – Individuals working summer sports camps will be compensated on an hourly basis. The hourly wage for camp workers will vary according to assignment and will not exceed \$30.00 per hour.
- **Camp Coordinator Compensation** – Camp coordinators will be compensated for planning, coordinating and managing summer sports camps according to the length of individual camps. Coordinator compensation may vary and will not exceed \$500.00 per day for each full day of camp. The duration of summer sports camps will be limited to provide custodial and maintenance staff the time necessary to prepare facilities for the upcoming school year. An individual coach or team will be limited to scheduling a maximum of 8 camp days.
- **Compensation Adjustments** – Summer Sports Camps are considered fundraising activities and are not financially supported by the Oak Ridge School System. Compensation for summer sports camp workers and coordinators may require adjusting if insufficient funds are available to support the approved recommended level of pay.

Summer sports camps shall not be planned, organized, or conducted by employees of the district through a third party, *i.e.*, school support organization, for the purpose of circumventing the requirements of this administrative procedure. All summer sports camps shall comply with this administrative procedure.

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