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## MEMORANDUM

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PENNSBURY SCHOOL DISTRICT  
OFFICE OF THE ASSISTANT SUPERINTENDENT  
134 YARDLEY AVENUE • P.O. BOX 338 • FALLSINGTON, PA 19058-0338  
www.pennsbury.org

To: Coordinators For Summer Camps Not Sponsored By Pennsbury

From: Donna M. Dunar, Ed.D., Assistant Superintendent

Subject: August 25, 2016

Date: PROCEDURES FOR SUMMER CAMPS NOT SPONSORED BY  
PENNSBURY SCHOOL DISTRICT

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Summer camps are coordinated through the office of the **Assistant Superintendent**. All camps must be sponsored by an approved **Pennsbury School District Booster** or **Parent Club**. It is agreed upon by all parties that the intent of the summer camp is to benefit the children of the Pennsbury School District community. All camp coordinators **MUST** adhere to the following procedures in order to operate a summer camp in the Pennsbury School District.

**NON-ATHLETIC SUMMER CAMPS:** Applications are to be submitted initially to the **Building Principal** for consideration, review and approval of each camp. The Building Principal will then forward recommendations for approval of each camp to the Assistant Superintendent for final approval.

**ATHLETIC SUMMER CAMPS:** Applications are to be submitted initially to the **Athletic Director** for consideration, review, and approval of each camp. The Athletic Director will then forward recommendations for approval of each camp to the Assistant Superintendent for final approval.

Please note:

1. Building Usage Form/Certificate of Insurance

- a. All summer camp coordinators must complete and attach to the original application a building usage form. This form is available from the receptionist at the Central Administration Building. Once completed the Building Usage Form along with the Certificate of Insurance is to be submitted to my office.
- b. In compliance with the building usage form, all summer camp coordinators must provide a certificate of liability insurance to the office of **Dr. Donna Dunar, Assistant Superintendent** (from the Booster Club or other organization sponsoring each summer camp). Comprehensive liability insurance insuring against claims for damages resulting from bodily injury, sickness or disease of any person and claims for damages or injury to or destruction of

property, and all other claims customarily covered under a comprehensive policy, with limits not less than \$1,000,000 per occurrence. The proof of insurance must be submitted by **May 2nd**.

## 2. Working Papers/Clearances/Certification Forms

All staff working at any of the summer camps outlined above must have the following working papers/clearances/certification forms:

### Working Papers

Staff **under the age of 18** on the first day of camp and after, must provide current and up-to-date working papers.

### Clearances/Certification Forms

Staff **18 years of age and older** on the first day of a summer camp must obtain each of the clearances/forms listed below:

- a. FBI Clearance and Fingerprinting Reports (Act 114): Application forms, instructions and fingerprinting locations are available at [www.pa.cogentid.com/index.htm](http://www.pa.cogentid.com/index.htm). The cost of the fingerprint service is \$27.00. You must register prior to going to the fingerprint location. **When registering, click on Pennsylvania Department of Education in order to apply for the correct report.**
- b. Pennsylvania State Police Reports, Act 34 Criminal Record Background Check: <https://epatch.state.pa.us>. The cost for this clearance is \$8.00.
- c. Child Abuse History Clearance, Act 151: <http://www.compass.state.pa.us/CWIS> at a cost of \$8.00. For paper submissions of the clearance statement, information for this clearance can be found on the Pennsbury School District website under the **HR tab/forms/staff resource links/required clearances.**
- d. Arrest/Conviction Report and Certification Form (**PDE-6004**).

All clearances must be obtained and submitted to the office of **Dr. Donna Dunar, Assistant Superintendent**. **Staff who fail to submit ALL clearances before the due date will not be eligible to work at the camps. In the event that a staff member works without submitting clearances, the camp will be disqualified from participating again.**

## 3. Review Process for Promotional Material

Before the advertisement of a summer camp, all documents (brochures, pamphlets, etc.) must be reviewed and approved by **Dr. Donna Dunar, Assistant Superintendent**. The use of the words "Pennsbury" or "Falcons" may not be used in the name of the summer camp.

The following language must be included on all advertising documents and brochures:  
*"This camp is not a Pennsbury School District-sponsored camp. The District tax*

*identification number will not be provided for any reason including child care deduction purposes.”*

4. Payment Procedures

Within one week after the conclusion of each summer camp, an instructor from each camp must complete and forward to the office of **Dr. Donna Dunar, Assistant Superintendent** a complete list of all camp participants and a check made payable to the Pennsbury School District for the total participation fee. Each summer camp will be charged a \$15.00 per participant fee.

5. Athletic Trainer

The contract/payment for the athletic trainer will be the sole responsibility of each individual summer camp coordinator, not the Pennsbury School District. If you have questions about this, please call Lou Sudholz, Athletic Director.

Since the Pennsbury School District is not a direct sponsor of the summer camps outlined above, the District's tax identification number will not be provided for any reason including child care deduction purposes.

Please contact me or the Director of Athletics, Lou Sudholz (215-949-6863) if you have any questions.

c: Dr. Bill Gretzula  
Mr. Daniel Rodgers  
Mrs. Bettie Ann Rarrick  
Mr. Louis Sudholz  
Mr. Scott Millward  
Mrs. Ann Langtry

**PENNSBURY SCHOOL DISTRICT**

***APPLICATION TO CONDUCT A CAMP***

Application is hereby made by \_\_\_\_\_, hereinafter referred to as Event Coordinator, for permission to hold a Camp, as defined in the Pennsbury School District Procedure Manual, at \_\_\_\_\_ School.

Name of Camp \_\_\_\_\_

Beginning Date and Time \_\_\_\_\_ Ending Date and Time \_\_\_\_\_

From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

(A copy of the registration form/camp brochure must be attached to this application.)

**PURPOSE AND NATURE OF THE CAMP:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARTICIPATION: (please check one)**

Students participating on an individual basis ( ) \_\_\_\_\_ Estimated Number

Students representing schools other than Pennsbury School District participating on an individual basis ( ) \_\_\_\_\_ Estimated Number

**PARTICIPATION FEE REVENUE:**

Fee charged per individual \_\_\_\_\_ x \_\_\_\_\_ Estimated number = \_\_\_\_\_ (a)

If a discount is offered for early registration or a penalty for late registration, please include fee information:

Early Registration Fee \_\_\_\_\_ Late Registration Fee \_\_\_\_\_

**SPONSORS AND OTHER SOURCES OF REVENUE:**

List all other anticipated sources of revenue (in-kind contributions, t-shirts/apparel, snacks, etc.)

<u>Sponsor / Other Source</u>	<u>\$ Value of Contribution</u>
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_____	_____
_____	_____
Total	_____ (b)

Payment by check should be made payable to whom

Name of Organization: \_\_\_\_\_

**ANTICIPATED EXPENSES:**

List all expenses related to the camp

<u>Vendor</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____ (c)

**SUMMARY OF ANTICIPATED REVENUES AND EXPENSES**

Total Anticipated Revenues (a + b)	_____
Total Anticipated Expenses (c)	_____
Administrative and Facility Use Fee	_____
Anticipated Net Proceeds	_____

**CAMP STAFF: (please check all that apply)**

- Pennsbury School District Employees ( ) \_\_\_\_\_ Number
- Non-Pennsbury School District Employees ( ) \_\_\_\_\_ Number
- Student Assistants ( ) \_\_\_\_\_ Number
- Consultants/Professionals ( ) \_\_\_\_\_ Number

\* A list of Camp staff must be attached to this application.

\*\* Background checks are required for Camp staff that are not employees of Pennsbury School District.

Signature of Building Principal/Athletic Director \* \_\_\_\_\_

\* Signature of Principal/Athletic Director indicates initial approval of proposed summer camp.

This application once completed and signed by the building Principal/Athletic Director, must be forwarded to:

Dr. Donna M. Dunar  
Assistant Superintendent  
Pennsbury School District  
134 Yardley Avenue  
Fallsington, Pennsylvania 19058-0338

**\*\* APPLICATIONS ARE DUE MARCH 27<sup>th</sup> OF EACH YEAR \*\***