

Additional Information

Supervision: Camp promoter(s) is required to provide comprehensive supervision for participants at all times and in all locations including; hallways and rest rooms. Failure to provide adequate supervision may result in the cancellation of the remainder of the camp or clinic.

Purchase Orders: Under options one and two, camp promoter(s) may wish to purchase supplies, medals, t-shirts, etc. Purchases must be approved and a purchase order number requested one week prior to the purchase or placing of the order. No reimbursement will be made without a purchase order.

Special Accommodations: Each camp promoter(s) is required to provide reasonable accommodations to participants with special needs. A camp cannot be cancelled due to a special accommodation request.

Insurance: No insurance is carried for camp/ clinic participants by District 833 which includes Community Education. Under options one and two, camp promoter(s) is covered under District 833's liability insurance policy,

Rental Charges: Under option three, camp promoter(s) is required to pay the appropriate facility charges as described in the Facility Use brochure.

Rental Payment: Under option three, one-half of the total contracted amount is due two weeks prior to the beginning of the event. Failure may result in the termination of the facility permit.

Equipment

The District has a limited supply of equipment available upon request. Requests for equipment must be approved prior to the camp/clinic. In the event of damaged or missing equipment, a replacement fee will be charged to the camp or clinic promoter.

Publicity

Under options one and two, Community Education will assist in publicity. Regardless of the chosen option, information should not be publicized until proposal form and permits are approved.

Registration Procedure

Under options one and two, all camps and clinics registrations and fees are taken by Community Education. Registrations and fees may not be taken by camp promoter(s).



South Washington County Schools Community Education

District Program Center

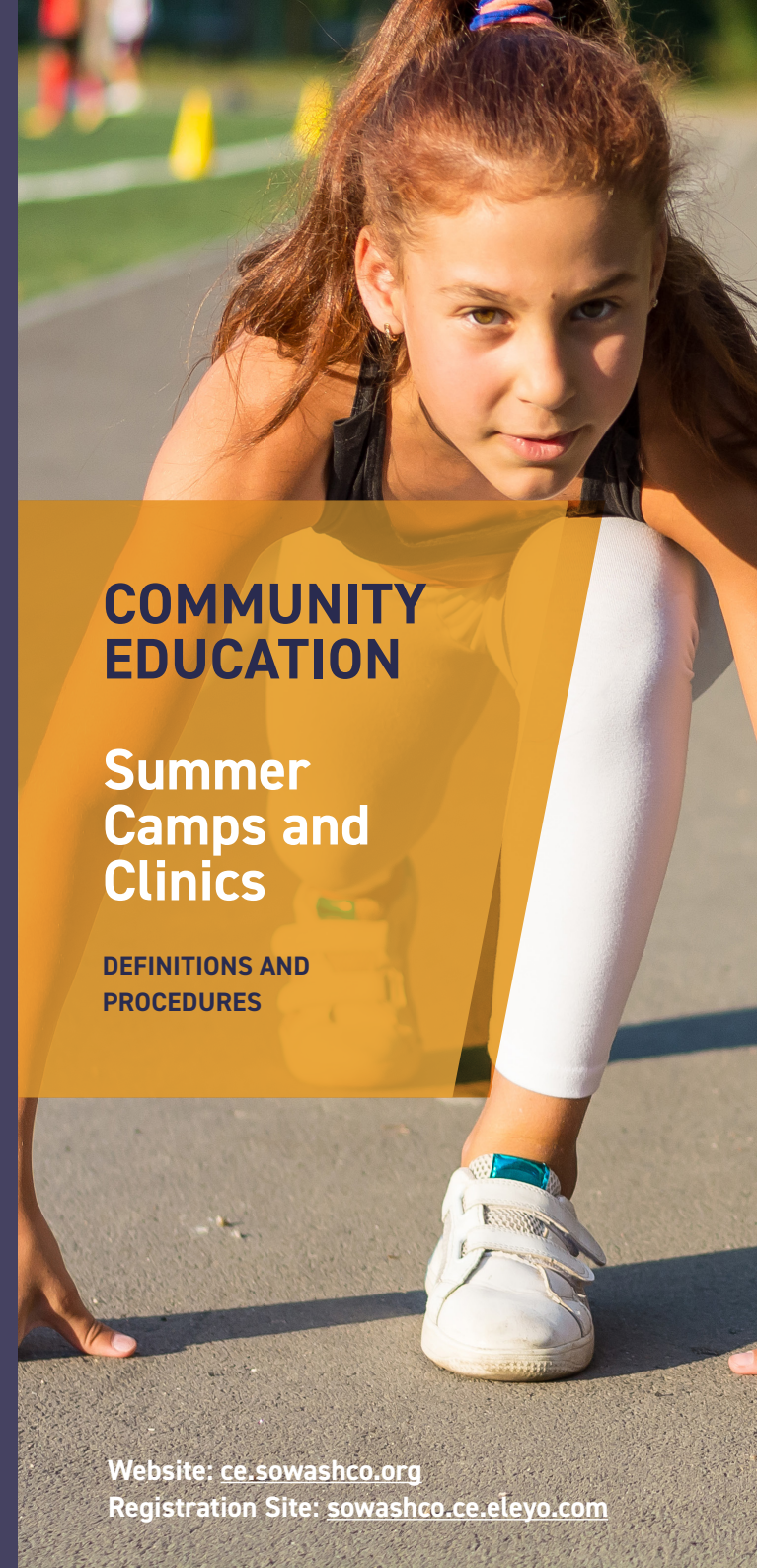
8400 E. Point Douglas Rd. S. | Cottage Grove, MN 55016
651-425-4500 | CommunityEducation@sowashco.org

COMMUNITY EDUCATION

Summer Camps and Clinics

DEFINITIONS AND
PROCEDURES

Website: ce.sowashco.org
Registration Site: sowashco.ce.eleyo.com



Choose from three options of payment

OPTION 1

An hourly wage would be paid as determined by the District 833 hourly wage schedule. It may include a preparation time for camp/clinic. Community Education determines camp fee and minimum number of participants. This option is recommended for new camp promoters who want to guarantee a set wage.

OPTION 2

Prior to all bills, 25% of gross revenue produced by the camp or clinic will be retained by the School District (half paid to athletics). Once bills are paid, (including TRA/PERA, FICA and \$10 participant registration fee) the camp promoter(s) would be issued a payroll check for remaining revenue.

OPTION 3

Individuals and groups may opt to run their camp or clinic independent of the School District. A facility use charge would be assessed. The promoter(s) would be responsible for providing proof of insurance two weeks prior to the beginning of the camp.



Camps and Clinics consist of instructional programs, athletic or otherwise, that may be taught by an individual or group.



Camp Promoter refers to an individual or group planning the camp or clinic and receiving monetary compensation.

Options one and two offer the following benefits

- Camp/Clinic promotions including cable TV show, newspaper, school announcements, school list-serves, principals' newsletters, private and District schools, and area businesses.
- Development of flier (no cost)
- Use of facility
- Custodial staff
- Covered under District liability insurance
- Bookkeeping
- Registrations, fees, refunds, and class rosters handled by Community Education.
- Support personnel
- Financial assistance for participants
- Special needs, such as interpreters or one-on-one paraprofessionals, paid by Community Education.



Camps and Clinics Procedures

1. Complete Camps and Clinics proposal form. *(Options 1 and 2)*
2. Complete facility use permit. *(Options 1, 2, and 3)*
3. Identify publicity needs. *(Options 1 and 2)*
4. Identify printing needs. *(Options 1 and 2)*
5. Request purchase order form one week prior to ordering for any supplies such as t-shirts or trophies. *(Options 1 and 2)*
6. Provide proof of comprehensive liability insurance. *(Options 1, 2 and 3)*
7. Provide comprehensive supervision. *(Options 1, 2 and 3)*
8. New employees must fill out required personnel paperwork, including background check.