

GREEN BAY AREA PUBLIC SCHOOL DISTRICT  
GREEN BAY, WISCONSIN

March 15, 2010

TO: Principals, Associate Principals and Activities Director

FROM: David Zadnik, Assistant Superintendent/Chief Learning Officer

INFO: Karen Vande Sande, Kim Pahlow, Louise Blankenheim, Margaret Christensen, Jerry Wieland and Bob Fuhr

RE: **Camps**

Please communicate this information to coaches and other staff members in your schools who may be interested in conducting camps in any of the Green Bay Public School facilities. The following guidelines will continue to apply.

1. If an employee of the School District wishes to run a camp, has the permission of the building principal and charges a \$30 or less participation fee, the camp will be considered a school function, and no fees will be charged for the use of school facilities.
2. If a camp is sponsored by an employee or an outside group, and a charge is assessed for more than \$30 per participant, the camp is not considered a school function and must conform to all requirements of Board policy governing the use of school facilities including the provision of a certificate of insurance.
3. Principals must coordinate the dates and times for approved camps with the Facilities and Related Services Department to avoid construction conflicts.
4. A Camp Request Form must be completed and sent to Kim Pahlow, Executive Director of Learning (see attached form).

DZ:lb

attachment

GREEN BAY AREA PUBLIC SCHOOL DISTRICT  
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**2010 Camp Request Form**

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

Address \_\_\_\_\_

Phone Number (home) \_\_\_\_\_

(work) \_\_\_\_\_

Description of Camp

Dates of Camp \_\_\_\_\_

Facility to be Used \_\_\_\_\_

Cost Per Participant: \$ \_\_\_\_\_

Age Group: \_\_\_\_\_

Other Comments:

I fully understand the guidelines associated with camps and will abide by them.

\_\_\_\_\_  
Signature Date

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_\_  
Activities Director

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_\_  
Principal

\_\_\_\_ Approved \_\_\_\_ Disapproved \_\_\_\_\_  
Kim Pahlow, Executive Director of Learning

Return to: Kim Pahlow, Executive Director of Learning  
Green Bay Area Public School District  
P.O. Box 23387  
Green Bay, WI 54305