

GREEN BAY AREA PUBLIC SCHOOL DISTRICT
GREEN BAY, WISCONSIN

March 31, 2009

TO: Principals, Associate Principals and Activities Director

FROM: David Zadnik, Assistant Superintendent/Chief Learning Officer

INFO: Greg Maass, Alan Wagner, John Wilson, Karen Vande Sande, Mary Pfeiffer, Louise Blankenheim, 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 Mary Pfeiffer, Executive Director of Instruction (see attached form).

DZ:lb

attachment

GREEN BAY AREA PUBLIC SCHOOL DISTRICT
GREEN BAY, WISCONSIN

2009 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 _____
Executive Director of Instruction

Return to: Mary Pfeiffer, Executive Director of Instruction
Green Bay Area Public School District
P.O. Box 23387
Green Bay, WI 54305