All camps/clinics (soccer, football, basketball, band, etc.) and leagues must be pre-approved. To do so, submit an online electronic Facilities Scheduling Request to make sure the facility is available for use (go to www.qcsd.org → Administration → Facilities → Use of Facilities at QCSD). Once you have confirmed that space is available for the camp you will fill out the attached Camp Application (completed as follows) and submit to the Athletic Director for 1st line of approval.

Any questions you have regarding scheduling please call the Facilities Department at (215) 529-2009.

**Expected Revenues (Budget Column)**
- List ALL money that you expect to collect for the camp, such as the registration fee, money for T-shirts, etc.
- Provide the total for all revenues.

**Expected Expenses (Budget Column)**
- List all supplies and equipment that you expect to purchase and the cost.
- List each individual who will be paid to work at the camp, the total hours they will work, and the amount they will be paid.
  - All non-professional individuals being paid will be subject to 1099 reporting requirements.
  - All professional employees will be paid at the curriculum rate.
  - A maximum of ½ hour of prep time is permitted for each hour of camp, for one coach.
  - Payroll taxes must be added to the curriculum rate. Therefore, the following hourly rates must be used for professional employees:
    - 2018-2019: 32.08 + 6.59 = 38.67 per hour *(this is subject to change)*
    - Booster Club Accounts will reimburse the payroll account for professional employees
- Provide the total for all expenses. **REQUISITIONS MUST BE DONE FOR ALL EXPENSES.**

**Description**
- Provide a full description of the camp and what you hope to achieve by providing it to QCSD students.

**Actual Revenues and Expenses**
- Upon completion of the camp, fill in the actual revenues and expenses in the Actual column on the application and submit it to the Business Department with all requisition copies and Timesheets.

All camps must be self-supporting. That is, all expenses must be covered by the revenues collected for the camp. All revenues must be submitted to the Business Administrator, and all invoices must be submitted to the Business Administrator for payment. **DO NOT use personal funds, you will not be reimbursed.**

Profit use needs to be filled out as to what the profit will be used for.

**Order of Approvals**
- Athletic Director
- Business Department
- Facilities Department
  - Facilities Department returns copies of approved Use of Facilities Form and approved Camp Application to applicant.
  - Facilities Department sends copy of approved Camp Application to Business Office.
- Original will be kept on file in the Business Office

**I have read and understand the above instructions, please:**
Initial: ____________ Date: ____________

*This form must be initialed before the Camp Application on the following page will be approved.*
(Please Read All Instructions)

Name of 2018-2019 Camp __________________________________________________________

Dates of 2018-2019 Camp __________________________________________________________

Name of Application ______________________________________________________________

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<th>Revenues</th>
<th>Budget</th>
<th>Actual</th>
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Total Revenues $____________        ____________

Expenses

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Total Expenses: $___________        ____________

Net (Revenues less Expenses)$___________        ____________

Description of camp:

________________________________________________________________________

How will the earned revenue from the camp be used?

________________________________________________________________________

Camp flyer Attached for Approval: Yes ____No ____ (Submit an electronic copy of the flyer to ndelguerico@qcsd.org)

Approvals

(1. Sylvia Kalazs, Athletic Director)

(2. Zach Schoch, Chief Operating Officer)

(3. Kelly Harper, Director of Facilities)

NOTE: This form is only good for the 2018-2019 School Year and can be found on the QCSD Athletics Page or the Business Office Page. Please contact the Business Office with any questions at x2032 or (215) 529-2032.