



### Summer Camp Procedures

1. Individual camp flyers will be completed by each coach/sponsor. Please send a summary of the camps to the Business Office.
2. All receipts will be deposited into the district's operating fund (camp expenses should not be paid directly from receipts). Deposit slips should clearly identify how much is being deposited for each camp.
  - Athletic Camps will be deposited to account 183-00-5749-XX
  - Other Camps will be deposited to account 199-00-5749-XX
3. Purchase orders should be entered and invoices submitted in a timely manner for payment of t-shirts, supplies and other non-payroll costs.
4. Extra-Duty timesheets should be submitted for all hours worked. All timesheets must be signed by the employee and approved by the camp supervisor. Employees will be paid through Payroll. Non-employees, including student workers, will be paid through Accounts Payable. Purchase orders should be entered to pay non-employees.
  - Athletic Employees will be paid from 183-36-6118-00-001-0-91-0-00
  - Other Camp Employees will be paid from 199-11-6118-00-001-0-11-0-00
  - Athletic Non-Employees will be paid from 183-36-6219-00-001-0-91-0-00
  - Other Camp Non-Employees will be paid from 199-11-6219-00-001-0-11-0-00
  - A. Employee payments will be reflected on their July or August check depending on when the timesheets are received and when the hourly pay rate is determined.
  - B. Non-employees will receive payment in July or August depending on when purchase orders and timesheets are submitted and when the hourly pay rate is determined. Each non-employee will need a W-9 form on file prior to payment.
  - C. Non-employees will need to complete a Criminal History Authorization form and return this to the Human Resources Department. The non-employee must be cleared of the criminal history check before they can work directly with students. **Student workers under the age of 18 are not required to complete a criminal history check.**
5. Hourly pay will be determined for each camp based on the balance of receipts remaining after the payment of non-payroll costs. Payroll benefits of Medicare (1.45%), Workers Comp (0.428%) and TRS-Matching (0.55%) will be calculated for all payments to employees and will also be deducted from the receipts. **\$30 per hour is the maximum that will be paid.**
6. Any balance remaining will be transferred to the camp's student activity account.