COMMUNITY RELATIONS

Summer Enrichment Clinics/Camps

Prince William County Public Schools may elect to sponsor summer clinics or camps as a supplemental summer enrichment program. Schools and staff electing to provide clinic and camp opportunities in the community shall follow all Prince William County Public Schools regulations and guidelines. The goals of such clinics/camps shall be to provide participants with alternative choices for improving life skill development as well as receiving concentrated instruction in a particular interest area, such as sports, band, journalism, dance, or other school-related activities.

Sponsorship of summer clinics/camps on Prince William County School property by individuals and/or groups for personal gain is strictly prohibited.

All booster clubs, parent-teacher organizations, etc., are advised against the sponsorship of such clinics/camps, whether or not they are fund-raising activities, due to increased liability and the unavailability of adequate insurance coverage. If an organization desires to conduct a summer clinic/camp for fundraising, approval from the building principal, Supervisor of Health, Physical Education, Driver Education, JROTC, and Athletics, and the Director of Risk Management and Security Services shall be secured.

Requests for Providing Clinics/Camps
Interested individuals requesting to provide clinics/camps will be considered the camp director and will be responsible for the implementation of all PWC regulations and policies.

Requests for providing such clinics/camps shall be made utilizing the attached guidelines (Attachment I) and must be submitted prior to April 1. Clinics/camps that are approved shall be held under the guidelines for summer enrichment programs as approved annually in the summer school plan that is approved by the Prince William County School Board. All financial procedures and practices shall follow the guidelines as outlined in the Prince William County School’s budget manual.

All commercial requests for operating clinics/camps shall be directed to the Prince William County Park Authority. The Prince William County Park Authority will be recognized as the controlling body regarding the sponsorship of these activities and is responsible for securing the facilities for use.

The Associate Superintendent for Communications and Technology Services is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Communications and Technology Services is responsible for reviewing this regulation in 2011.

Prince William County Public Schools
Guidelines for Summer Clinics/Camps

CLINIC/CAMP DIRECTORS

Clinic/camp directors shall be responsible for all aspects of the request and implementation of their summer clinic/camp offerings such as scheduling facilities, staff hiring and assignments, and completing financial responsibilities.

Clinic/camps will be designed to meet the following goals:

- Provide community/students with an alternative to overnight camps;
- Develop school community relations;
- Offer lower cost camp alternatives for instruction to community;
- Offer summer employment opportunities for staff and students.

AUDIENCE

- All clinics/camps offered at schools shall be available to all community participants; restriction for participants of a particular school shall not be permitted.
- Age groups shall range from elementary to 10th grade; rising 11th grade and 12th grade students shall be encouraged to pursue camps offering college exposure and training.
- Team camps do not meet the intent of this PWCS offering and are not encouraged.
- Clinics/camps may offer specialty skill or sport instruction.

CLINIC/CAMP REGISTRATION FEES

- Fee schedule will be determined by the Supervisor of Health, Physical Education, Driver Education, JROTC, and Athletics and advertised annually.

CLINIC/CAMP EXPENSES

Clinic/camp expenses shall not exceed the camp revenue received from participants. Clinic/camp revenue shall pay for the following:

- Staff pay – director, coaches (adult staff), counselors (students)
- Participant incentives: t-shirts, awards, treats
- Non-camp staff: bookkeeper, custodial needs, athletic trainer/safety staff
- Postage, brochure printing
- Equipment

CLINIC/CAMP STAFFING

All current PWCS employees, students, and non-PWCS employees must meet Human Resources staffing eligibility requirements.

STAFF PAY RATES

- Current PWCS guidelines will be used.
USE OF FUNDS THAT EXCEED CLINIC/CAMP COSTS:
Remaining funds after paying all clinic/camp expenses shall be kept in an activity account that will carry over to the next school year. Possible uses of these funds:

- Start up costs for the next summer’s clinic/camp;
- Equipment costs for next summer’s clinic/camp;
- Supplement school needs for program that supports the offered clinic/camp;
- Fundraising to support after school programs i.e. intramurals, before and after school activity sessions.

REQUESTS TO HOST CLINIC/CAMP
Individuals requesting to host clinic/camp shall follow application process as outlined in the annual notice provided in early spring from the Office of Student Learning and Professional Development.