

Sumner County Schools

Booster Club Summer Camp Agreement

This agreement spells out the terms and conditions for any summer camp or event sponsored a School Support Organization and uses SCS employees to work at the camp or event.

The _____ (Booster Club) agrees to sponsor/hold _____ (name of camp/event), the camp/event will be hosted/coached by _____ (coach/instructor) and will be held at _____ on _____ (date).

The funds raised in this event are designated for the following purposes:

The Booster club responsibilities include sponsoring the camp, collecting all registration payments, paying all expenses of the camp from the revenue received from campers. The coaches/instructors may be compensated a reasonable amount for services provided as a coach/instructor for the camp/event according to the following guidelines.

1. Summer camps are considered a fundraiser for the Booster club, school athletics program, or a specific school sports team. Camp coaches/instructors may be paid a reasonable amount not to exceed 60% of the camp profit after all other expenses have been paid. The flat amount or percentage to be paid to the coaches/instructors must be agreed upon prior to the camp/event and may be dependent on the profit generated from the camp.

The percentage amount or flat amount (subject to the 60% rule mentioned above) to be paid to the coaches/instructors for this camp is _____%.

2. Any payments made to Sumner County Board of Education Employees for services at a Booster club sponsored camp must be approved by the Board of Education and submitted to the Payroll Dept. for processing.

The Booster club must be an official SSO, approved by Sumner County Schools and have current liability insurance for any claims, liabilities, losses, damages, and expenses which may arise or be related to the camp or event. The Booster club and coach/instructor agree to indemnify and hold harmless the Sumner County Board of Education and the Sumner County Government from any of the above mentioned that may arise from or be related to the camp or event mentioned above.

All monies will be collected by and deposited into the Booster club account by a member of the Booster organization. After the camp, all disbursements will be made by the Booster club and a copy of the summary of receipts and expenditures will be presented to the Principal.

Coach/Instructor signature & date

Booster representative signature & date

Principal signature & date

(Revised 2017)

Booster Club Summer Camp/Event Financial Report

Booster club Name _____ Date _____

Name of Camp _____ Camp Date(s) _____

1. **Camp Revenue** (funds collected from campers/sponsors): \$ _____

2. Camp Expenses (shirts, equipment, postage/forms, food for campers, etc.):

A. _____ \$ _____

B. _____ \$ _____

C. _____ \$ _____

D. _____ \$ _____

E. _____ \$ _____

Total camp expenses \$ _____

3. Camp Profit (revenue less expenses) \$ _____

Check all that apply:

The profit from the camp will be kept by the Booster club for their operating budget

The profit from the camp will be donated by the Booster club to the school for the school or the school athletic program. Amount of profit to be donated \$ _____ OR _____%

The donation is allocated for _____

The coaches/instructors are being paid from the camp profit for services rendered at the camp/event.

Name of Coach/Instructor _____

Name of Coach/Instructor _____

Name of Coach/Instructor _____

Amount paid _____ CK# _____

Payment must be submitted to the Sumner County Board of Education Payroll Department for Board approval and processing. Payment to all coaches may not exceed 60% of the camp profit. Please include a copy of this form with the payment from the Booster Club.

Prepared By _____ Date _____