# Understanding Regulation and Notice 8424

Boosters/PTA/PTO Managed Fee-Based Classes, Clinics, Leagues & Summer Camps





#### Let's get started...

- 1. Review Regulation & Notice 8424
- 2. Refer to the checklist to complete ADM-24
- 3. Complete the ADM-24 application including promotional flier.

All documents are available on the Community Use Section Website under "Booster Club, PTA/PTO Managed, Fee-Based Classes, Clinics, Leagues and Youth Camps"

Go To: <a href="https://www.fcps.edu">www.fcps.edu</a>
Search for "Booster/PTA/PTO"



#### Booster Club, PTA/PTO Managed, Fee-Based Classes, Clinics, Leagues, and Youth Camps

School booster clubs and PTA or PTO groups manage a variety of fee-based programs that benefit students such as after-school classes, clinics, and camps. Find out how to reserve space for your programs.

#### **Snapshot of Website**

#### Regulation and Notice 8424

Be sure to check back to review changes and updates to School Board Regulation 8424. Information regarding School Board Notice 8424 is provided below. The Community Use Section provides informational meetings several times a year on Regulation and Notice 8424 to assist booster clubs and PTA/PTO. Please view the meeting dates list provided below.

#### Overview of Regulation and Notice 8424

Please review the following pdf on Understanding Regulation and Notice 8424 as it provides details from Regulation & Notice 8424, and how to complete the ADM-24 Application. It will assist you with understanding the process, and how to complete the application.

#### Information meetings to assist booster clubs and PTA/PTO -

These meetings occur several times a year assisting booster clubs and PTA/PTO members with understanding Regulation and Notice 8424.

#### Application Form ADM-24

Please review the following ADM-24 Checklist as it will assist booster club and PTA/PTO representatives in completing the ADM-24 form. The Application Form ADM-24 must be completed by managing organization, and approved **before** activity can begin. Form ADM-24A and ADM-24B need to be completed once the activity has ended if any employee is receiving pay. **Please Note: ADM-24B includes calculations that** create problems in Google Chrome and when using Apple and handheld devices. Open using Internet Explorer or download from the web to your desktop, and open in Adobe Reader.

#### ADM-24 Checklist

Assists booster club and PTA/PTO representatives in completing the ADM-24 form

#### Application Form ADM-24

#### adm24

APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES

#### adm24a

Booster Club, PTA, or PTO Managed Camps, Classes, Clinics, and Leagues - Financial Statement

#### ADM-24b School Support Organization Hourly Pay Reimbursement Worksheet

ADM-24 b Worksheet for hourly employees supporting school support

#### Approved Independent Contractors

Please check the Approved Independent Contractor list below for updates. If you are an independent contractor, and would like more information on how to become an approved independent contractor, please email us at fcpscommunityuse@fcps.edu.

#### Approved Independent Contractor List -

Please review the list regularly since updates occur often.

#### School Board Notice 8424

Please review Notice 8424 below. This Notice contains information relating to employee compensation, participant fee limit, and procedures for Booster/PTA/PTO reimbursement to FCPS.

Activities: July 1, 2017 - June 30, 2018 Notice 8424 (Fiscal Year 2018)





#### Booster Club, PTA/PTO Managed, Fee-Based Classes, Clinics, Leagues, and Youth Camps

School booster clubs and PTA or PTO groups manage a variety of fee-based programs that benefit students such as after-school classes, clinics, and camps. Find out how to reserve space for your programs.

#### **Highlights of Regulation & Notice 8424**



#### Regulation 8424:

- Approved activities have priority from the end of the school day until 5:30pm & on weekends
- Student/Supervisor Ratio: shall not exceed 25:1
- Managing School Support Organization (Booster/ PTA/PTO) shall be fully responsible for controlling and managing the activity, including all accounting.
- Fees Collection Process:
  - -If handled by **School Support Organization** by direct payment in check/cash, or by online or automated registration and payment system
  - -If handled by *Independent Contractor* by online or automated registration payment system
- FCPS Adult & Community Education (ACE) FLEX & GLOBAL classes do not need to be submit an ADM24 because these programs are provided by FCPS Instructional Services Department.
- All student employees and counselors must be at least 16 years of age.
- Any Independent Contractor is subject to a yearly background check

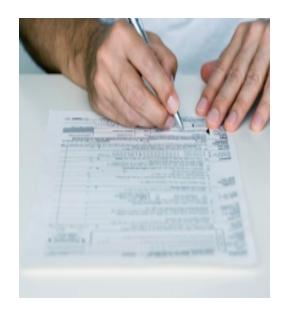
#### **Notice 8424:**

- FCPS Employee paid as an Instructor: not to exceed Pay band 11
- Fees: not to exceed \$15 per hour + actual cost of supplies & materials



## <u>Application Process</u> – What is due to the Community Use Section (CUS) BEFORE activity can be advertised?

- Application ADM-24- (fill-able online, but ALL signatures are required)
- Promotional Flier- (must clearly identify the sponsoring organization)
- Approved Room Request in the CommunityUse system



#### **Submit by deadlines:**

Fall – September 15

Winter – October 15

Spring – January 15

Summer - March 1

Applications received after the above dates may be accommodated if space is available.

#### Checklist for Completing Application for Booster Club, PTA and PTO Managed Fee-Based Camps, Classes, Clinics and Leagues

Checklist for Completing ADM-24 Application for Booster Club, PTA and PTO Managaed Fee-Based Camps, Classes, Clinics and Leagues (Regulation 8424)

All information and forms relating to these activities are located on the web at <a href="www.fcps.edu">www.fcps.edu</a>, search for "Booster/PTA/PTO". Questions related to these activities and the application process can be directed to the Community Use Section at 571-423-2340.

#### Application ADM-24 Process

Application deadlines: Fall Use - September 15; Winter- October 15; Spring - January 15; Summer - March 1.

Booster/PTA/PTO Responsibility: Complete page 1 of ADM-24 if using volunteer or independent contractor.
Complete pages 1 through 3 if paying any FCPS employees. Promotional flier must accompany the ADM-24
application.

application.	
	Ensure all questions 1 through 12 have been answered, where applicable
	Ensure promotional flier clearly states the managing organization (e.g. Aldrin Elementary School PTA Presents, Annandale High School Athletic Boosters Sponsored)
	Booster/PTA/PTO representative contact information and signature
	Class, Camp or Clinic Director or IC contact information and signature
	PTA rep should confirm specific room assignment with school office
School Personnel Re	sponsibility (before sending packet to Community Use Section)
	Verify that Booster/PTA/PTO have completed all sections above
	Principal or Designee approval and signature with date
	Ensure that application and flier (double check Booster/PTO/PTO sponsorship is referenced) are approved by principal and Community Use Section before any advertising
	Forward application and promotional flyer to the Community Use Section by scan and email to your community use specialist, or fax 571-423-2347 or pony mail to the following address:  Community Use  Gatehouse Admin Center – Suite 3200
	ection will process the application within 5 business days by sending an email with approved ter/PTA/PTO rep and the schools primary FSDirect contact responsible for building use.
	esponsibility: AFTER activity is completed and ONLY IF employees are receiving PS (see Notice 8424, Attachment B).
	CPS Accounting Section: ADM-24B (Reconciliation Worksheet)
	Check payable to Fairfax County Public Schools for reimbursement of salaries paid to any FCPS employees
To Co	ADM-24B (Reconciliation Worksheet)
To So	<u>chool Finance Technician:</u> ADM-24A (Final Financial Statement)

ADM-24B (Reconciliation Worksheet)



#### APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES

Reset Button

Fee based activities (camps, classes, clinics, and leagues) with Fairfax County Public Schools (FCPS) paid employees complete pages 1-3; activities using volunteers or Independent Contractors complete page 1 only. Application must be submitted to the Community Use Section at least 15 business days before activity begins. A copy of the promotional flier must be submitted with all applications.

Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

1.	Name of Booster Club, PTA, or	РТО		
2.	Name of Activity			
3.	Activity Date(s)	Number of Days	пзпип	W Thu F Sat.
4.	Daily Activity Times_	Num	per of Hours per Day	and Chack At Activity Cays
5.	School to Be Used	Location: (e.g., g	ym, cafeteria, classroom,	fields)
6.	Estimated Number of Students	Students Age or Grad	ie	
7.	Total Cost Per Participant \$	Supply Fee Included   Ye	es No If Yes,	supply cost \$
8.	What Type of Instructor(s) Are Y FCPS Employee (receiving Independent Contractor	ou Using? (please check all that ap pay for this activity) FCF Volunteer Parent Volu	S Employee (volunteerin	ng for this activity) Who Needs to Become an Employee
9.	Who is Responsible for Handlin	g Registration and Payment?	Booster, PTA, or PTO	Independent Contractor
10.	. If Using an Independent Contra	ctor (IC), Please Provide the Name o	f the Company	
	[] Yes [] No	e Approved Vendor List at <a href="http://www.rocal.nitting.admin.com/">http://www.rocal.nitting.admin.com/</a>	•	les/media/pdf/pta-boosterlist_0.pdf?
12	. If Not Using an IC, Please Provi	de the Boosters, PTA, or PTO Insura	ince Company Name and	d Coverage Limits.
12.	. If Not Using an IC, Please Provi Insurance Company Name	de the Boosters, PTA, or PTO Insura Coverage L		d Coverage Limits.
Thi We	Insurance Company Name is activity has been approved by a have reviewed the current versi		mits will be under the Booster 424, agree to the require	Club, PTA, or PTO direction.
Thi VVe app	Insurance Company Name is activity has been approved by a have reviewed the current versi	Coverage Li the Booster Club, PTA, or PTO and v ons of Regulation 8424 and Notice 8 al material flier to activity is attached	mits will be under the Booster 424, agree to the require	Club, PTA, or PTO direction.
Thi We app	insurance Company Name is activity has been approved by a have reviewed the current versi proval for this activity. Promotion	Coverage Li the Booster Club, PTA, or PTO and v ons of Regulation 8424 and Notice 8 al material flier to activity is attached	imits will be under the Booster 424, agree to the require	Club, PTA, or PTO direction.
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Thi We app Bo	Insurance Company Name is activity has been approved by the have reviewed the current versi proval for this activity. Promotion oster Club, PTA, or PTO Represe one Number	Coverage Li the Booster Club, PTA, or PTO and ons of Regulation 8424 and Notice 8 all material flier to activity is attached entative (please print)  E-Mail	imits will be under the Booster 424, agree to the require	Club, PTA, or PTO direction. ment therein, and request your
Thi We app Bo	Insurance Company Name is activity has been approved by the have reviewed the current versi proval for this activity. Promotion oster Club, PTA, or PTO Represe one Number imp, Clinic, Class Director, or Indi one Number	Coverage Li the Booster Club, PTA, or PTO and ons of Regulation 8424 and Notice 8 all material flier to activity is attached entative (please print)  E-Mail ependent Contractor (please print)	imits will be under the Booster 424, agree to the require	Club, PTA, or PTO direction. ment therein, and request your
Thi We app Bo	Insurance Company Name is activity has been approved by the have reviewed the current versi proval for this activity. Promotion oster Club, PTA, or PTO Represe one Number imp, Clinic, Class Director, or Indi one Number	Coverage Li the Booster Club, PTA, or PTO and ons of Regulation 8424 and Notice 8 all material flier to activity is attached entative (please print)  E-Mail ependent Contractor (please print)	mits will be under the Booster 424, agree to the require Signature Signature	Club, PTA, or PTO direction. ment therein, and request your
Thi We app Bo	Insurance Company Name is activity has been approved by the have reviewed the current versi proval for this activity. Promotion oster Club, PTA, or PTO Represe one Number imp, Clinic, Class Director, or Indi one Number  APPROVED DISA	coverage Li the Booster Club, PTA, or PTO and ons of Regulation 8424 and Notice 8 all material flier to activity is attached entative (please print)  E-Mail ependent Contractor (please print)  E-Mail	mits will be under the Booster 424, agree to the require Signature Signature	Club, PTA, or PTO direction. ment therein, and request your



#### Completing the ADM-24...

When using an Independent Contractor OR volunteers or an FCPS employee who is NOT receiving pay.



# Process when activity is using an IC, Volunteers or FCPS employee not receiving pay.

#### Complete the ADM-24 - Page One ONLY.

- ·Make sure you have filled out page one completely
- Boosters/ PTA/PTO Representative, IC or Director Information, and Principal Signature are a MUST
- •Email or fax the ADM-24 & promotional flier to the CUS for final approval
- CUS will email approved ADM-24 back to school
   & Boosters/ PTA/PTO persons.



ADM-24 (11/16)

#### APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES

Fee based activities (camps, classes, clinics, and leagues) with Fairfax County Public Schools (FCPS) paid employees complete pages 1-3; activities using volunteers or Independent Contractors complete page 1 only. Application must be submitted to the Community Use Section at least 15 business days before activity begins. A copy of the promotional filer must be submitted with all applications.

Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

he close of each activity with FCPS paid emplo	oyees.
. Name of Booster Club, PTA, or PTO_Any	Elementary School PTA
. Name of Activity Chess Class/Club	
Activity Date(s) Oct 3 - Dec 12, 2017	Number of Days10 SMTWThuFSat.
. Daily Activity Times 4pm - 5pm	Number of Hours per Day 1
School to Be Used Any Elementary School	Location: (e.g., gym, cafeteria, classroom, fields)_Cafeteria
Estimated Number of Students 25	Students Age or Grade 3-5 grade
. Total Cost Per Participant \$ 180.00 Sup	oply Fee Included   Yes □ No If Yes, supply cost \$ 30.00
What Type of Instructor(s) Are You Using?  ☐ FCPS Employee (receiving pay for this  ✓ Independent Contractor ☐ Volunt	activity)   FCPS Employee (volunteering for this activity)
Who is Responsible for Handling Registrati	on and Payment?   Booster, PTA, or PTO  Independent Contractor
0. If Using an Independent Contractor (IC), Pk	ease Provide the Name of the Company. US Chess Center
▼ Yes	Nendor List at http://www.fcps.edu/sites/default/files/media/pdf/pta-Sample- nitting ADM-24 For Approval.  sters, PTA, or PTO Insurance Company Name and Coverage Limits.
Insurance Company Name	Coverage Limits 48
We have reviewed the current versions of Regular population of this activity. Promotional material of Mary Smith  Booster Club, PTA, or PTO Representative (ple (703) 555-1212 marysmit E-Mail  Joe Chess  Camp, Clinic, Class Director, or Independent Compared to the current of t	Signature 09/01/2017 Date  Oc Colors
	Q
mr Paul - Principal	Comments: 2 09/07/2017
Principal or Designee	Date
☐ APPROVED ☐ DISAPPROVED	Comments:

#### Sample - IC, Volunteer Flier



#### **ANY Elementary School PTA Sponsored**

#### Fall 2017 Chess Club



Chess club is taught by experienced CHESS Club IC Chess players and educators using a curriculum developed by National Masters. Each weekly session is a mix of learning and play. Playing chess is a great way to develop a child's critical thinking skills, sportsmanship, and patience — all while having fun!



#### Chess Club Details:

- ⇒ All grades and skill levels welcome.
- Dates: Club meets every Friday that school is in session starting 2/17 and ending 5/19
- ⇒ Make-ups on 5/26 and 6/2 if needed.

- ⇒ All equipment provided
- Time: 8:00am 9:00am
- Tuition: \$166 for 12 weeks.
- Club meets in the band room.









# When Hiring an Independent Contractor (IC)

#### IC must be on the Approved IC List.

IC list is found on the Community Use website under Booster/PTA/PTO If your IC is not listed, please call the CUS at 571-423-2340

Per Regulation 8424, ICs must provide the CUS proof of insurance and the IC employees working with students will go through FCPS Human Resources (HR) background check and fingerprinting process.

IC badges must be worn and visible while on FCPS properties.

#### PTA/PTO/Booster Approved Independent Contractors Per Regulation 8424 Screen shot of partial Approved Vendor List below – updated throughout the year. Important! This list is for information only. FCPS does not endorse any of these independent contractors.

Vendor Name	Vendor Type	Address	Contact Name	Telephone Number	Contact Email	Web Address
5-6-7-8 Dance, LLC	Athletic Related	6301 Stevenson Avenue, #808 Alexandria, VA 22304	Martha Krabill	360-821-9000	martha@5678danceclass.co	www.5678danceclass.com
A Class Act - Acting for Young Peo	Enrichment and Hobby Related	5506 Talon Court Fairfax, VA 22032-1736	Mary Lechter	703- 307-5332	mary@afyp.org	www.afyp.org
Abrakadoodle	Enrichment and	6309 Custis Parkway	Susan Walia	703- 538-4278	swalia@abrakadoodle.com	www.abrakadoodle.com/

Hobby Related Falls Church, VA 22042

Slavik Tsimura

Martin Conquest

Toby Chieffo-Reidway

Academics and Music, LLC

Academy International

Acting Out! With Professor Toby

Enrichment and

Hobby Related

Athletic Related

Enrichment and

Hobby Related

1114 Norlee

Silver Spring, MD

3118 9th Road N

Arlington, VA 22201

15182 Stillfield Place

Centreville, VA 20120-

Drive

20902

3818

Absolute Training Enrichment and 201 Hilltop Road NE skenney201@gmail.com Susan Kenney 703-319-0830

www.myabsolutetraining.com Hobby Related Vienna, VA 22180

267-808-9853

703-816-0244

703-919-4441

slavik@academicsandmusic

sports@academyinternatio

tmc26@georgetown.edu

www.academicsandmusic.com

www.academyinternational.com



# When hiring an IC, using a volunteer, or an FCPS employee NOT receiving pay...

#### No closing paperwork is required





#### Completing the ADM-24...

# When using an FCPS employee who is receiving pay through FCPS payroll process.



#### Set a budget for the Class, Camp or Clinic



Discuss with employee the hours to be worked and the pay band they will paid.

Attachment B Notice 8424 Effective 6/22/17

See Step One on Attachment B of Notice 8424.

Procedures for School Support Organizations Reimbursement Payment to FCPS Instructors (FCPS-paid employees) for Classes, Clinics, Leagues, and Camps

Step One:

The school support organization prepares budget to determine actual amount activity director, a bookkeeper, and/or instructors can be paid (not greater than hourly pay band 11).

Keep in mind that 7.65 percent for FICA needs to be added to the hourly band amount to determine true cost. The current fiscal year hourly pay bands for at-will employees should be used when determining payment (Attachment A).

Step Two:

Employee must be paid through the FCPS human resources information system (HRIS) MyTime. Time should be entered on a weekly basis.

The fund code to be used in MyTime is XXX-328-2001. The "xxx" represents the school code.

Step Three:

After the activity is completed, the school support organization representative totals all salaries for instructors using reports from the HRIS MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to <a href="https://www.fcps.edu">www.fcps.edu</a>, search for Booster/PTA/PTO.

Step Four:

The school support organization representative sends the completed Reimbursement Worksheet (ADM-24B) and check payable to FCPS:

> FCPS Accounting Operations Section 8115 Gatehouse Road, Suite 4300 Falls Church, VA 22042-1203

AND

Financial statement (ADM-24A) and Reimbursement Worksheet (ADM-24B) sent to:

FCPS Community Use Section 8115 Gatehouse Road, Suite 3200 Falls Church, VA 22042-1203

AND

School Finance Technician





#### Complete the ADM-24 - Pages One & Two

- Make sure you have filled out the ADM-24 completely
- Page Three is necessary when using Student Counselors or Guest Lecturers (primarily hired for summer camps)
- Boosters/ PTA/PTO Representative, Activity Director
   Information and Principal Signature are a MUST
- Email or fax the ADM-24 & promotional flier to the CUS for final approval
- CUS will email approved ADM-24 back to school & Boosters/ PTA/PTO persons



#### APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES

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Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with ECPS paid employees.

tne	close of each activity with FCPS paid employees.
1.	Name of Booster Club, PTA, or PTO_Any Elementary School PTA
2.	Name of Activity_Art Club
3.	Activity Date(s) Oct 5 - Dec 14, 2017 Number of Days 10 S M T W MThu F Sat.
4.	Daily Activity Times 4pm -5pm Number of Hours per Day 1
5.	School to Be Used Any Elementary Location: (e.g., gym, cafeteria, classroom, fields) POD A
6.	Estimated Number of Students 12 Students Age or Grade 1 - 3 grades
7.	Total Cost Per Participant \$ 200.00 Supply Fee Included   ✓ Yes   No If Yes, supply cost \$ 50.00
8.	What Type of Instructor(s) Are You Using? (please check all that apply)  FCPS Employee (receiving pay for this activity)   FCPS Employee (volunteering for this activity)  Independent Contractor   Volunteer   Parent Volunteer   Instructor Who Needs to Become an Employee
<b>9</b> .	Who is Responsible for Handling Registration and Payment?   Booster, PTA, or PTO Independent
10.	If Using an Independent Contractor (IC), Please Provide the Name of the Company.
11.	If Using an IC, IC Appears on the Approved Vendor List at <a href="http://www.fcps.edu/sites/default/files/media/pdf/pta-boosterill">http://www.fcps.edu/sites/default/files/media/pdf/pta-boosterill</a> Po  If No, IC Must Contact CUS BEFORE Submitting ADM-24 For Approval.
12.	If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.
	PTA Insurance Comapny 1M Gen Liability Insurance Company Name Coverage Limits
This	activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction.
rve	have reviewed the current versions of Regulation 8424 and Notice 8424, agree to the requirement therein, and request your roval for this activity. Promotional material flier to activity is attached.
	ary Smith
	ster Club, PTA, or PTO Representative (please print)  Signature
	3) 555-1212 marysmith@PTA.org 09/01/2017
	ne Number E-Mail
	np, Clinic, Class Director, or Independent Contractor (please print) Signature
	3) 555-4545 SusieArt@fcps.edu 09/03/2017
	ne Number E-Mail Date
rin	APPROVED DISAPPROVED Comments:  Paul Principal 09/05/2017  Cipal or Designee Date
ì	APPROVED DISAPPROVED Comments:
on	munity Use Section Date

#### CAMP, CLASS, CLINIC, OR LEAGUE PROPOSED BUDGET\*

Art Club Any Elementary School Oct 5 - Dec 14, 2017 (Activity) (Location) (Inclusive Dates for Session) Any Elementary School PTA Session 1 of 1 Session(s) Booster Club. PTA, or PTO ESTIMATED INCOME Number of Fees Per Total Campers Session 12 200.00 2.400.00 0.00 0.00 × 2,400.00 Total Estimated Income PROJECTED EXPENSES Personnel (Counselors and Guest Lecturers listed on page 3) Title Amount Amount Name Susie Art Director Director 810.00 Equipment (attach list) S Polly Art Teacher Teacher 400.00 Supplies S 600.00 Turf Replacement Fund ADM-24 S Printing Awards Sample S Postage Custodian (invoiced by CUS) S **Page** Insurance S Other T-Shirts 60.00 (please specify) Counselors (from page 3) \$ 120.00 Lecturer(s) (from page 3) Total Personnel Expenses S 1.330.00 Total Other Expenses 660.00 Total Expenses 1,990.00 Projected Net Income \$ 410.00

COPIES OF THE FINANCIAL DOCUMENTS (ADM-24A AND ADM-24B), ARE REQUIRED TO BE SUBMITTED TO THE COMMUNITY USE SECTION AND SCHOOL FINANCE TECHNICIAN WITHIN FOUR WEEKS OF THE CLOSE OF EACH SESSION WITH FCPS-PAID EMPLOYESS.

Disposition of Net Income:

#### PROJECTED COUNSELOR STAFF

(Counselors must be 16 years old or rising 11th graders)

Name.	Age	Grade	Amount (if applicable)	School Currently Attending
George Assistant	17	11	\$ 120.00	Any High School
_ ADM-24				
Sample	_			
	_			
Page	_			
Three	_			
Tillee	_			

#### PROJECTED GUEST LECTURER(S) (may not be current FCPS employee)

Name	Number of Hours	<u>Fees</u>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

#### Sample - FCPS Paid Employee Flier



#### **ANY Elementary School PTA Sponsored**

For students in grades 4-6

Fall is almost here so it's time to get your creativity on and join the ANY ES

After-School Art Camp. By providing a variety of materials and techniques, each child will build self-confidence, problem solving skills and the ability to create one-of-a-kind art pieces that are as unique as they are.

We draw, we paint, and we sculpt. Everyone is encouraged to be creative, to experiment and to push the limits of their imagination in this open studio environment.

In addition to all the fantastic art, each class gives students the opportunity to develop new friendships and to spend time with other young artists.

When: TUESDAY's after school, October 13th - November 24th (6 weeks)

Time: Dismissal - 4:45

Location: ANY Es Art Room

Fee: \$85.00 per student (which includes art supplies)

Due to limited class size, students will be carolled on a first come first served basis. Please fill out the form below and return it to the front office along with a check payable to . . . . . I PTA.

	ART CAMP REGISTRATION FORM
Students Name:	
Grade:	
Classroom Teachen	
Plean	e contact PCPS Yeacher Iff you have any questions at Yeacher @fcps.edu



### Student assistant or other worker need to become an FCPS employee

#### **Process for Hiring**

• The Human Resources – Support Employment office can also provide employment packets. 571-423-3100.

Att B: Step by Step - Instructions for planning your class budget and closing your classes with FCPS paid employees.

Attachment B Notice 8424 Effective 6/22/17

Procedures for School Support Organizations Reimbursement Payment to FCPS Instructors (FCPS-paid employees) for Classes, Clinics, Leagues, and Camps

#### Step One:

The school support organization prepares budget to determine actual amount activity director, a bookkeeper, and/or instructors can be paid (not greater than hourly pay band 11).

Keep in mind that 7.65 percent for FICA needs to be added to the hourly band amount to determine true cost. The current fiscal year hourly pay bands for at-will employees should be used when determining payment (Attachment A).

#### Step Two:

Employee must be paid through the FCPS human resources information system (HRIS) MyTime. Time should be entered on a weekly basis.

The fund code to be used in MyTime is XXX-328-2001. The "xxx" represents the school code.

#### Step Three:

After the activity is completed, the school support organization representative totals all salaries for instructors using reports from the HRIS MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to <a href="https://www.fcps.edu">www.fcps.edu</a>, search for Booster/PTA/PTO.

#### Step Four:

The school support organization representative sends the completed Reimbursement Worksheet (ADM-24B) and check payable to FCPS:

> FCPS Accounting Operations Section 8115 Gatehouse Road, Suite 4300 Falls Church, VA 22042-1203

#### AND

Financial statement (ADM-24A) and Reimbursement Worksheet (ADM-24B) sent to:

FCPS Community Use Section 8115 Gatehouse Road, Suite 3200 Falls Church, VA 22042-1203

#### AND

School Finance Technician

#### FY 2018 HOURLY PAY BANDS FOR AT-WILL EMPLOYEES

(School Support Organizations fee-based classes, clinics, leagues and youth summer camps)

#### FLSA-Nonexempt Level

Hourly Band	Rate	Position Key	Description
Hourly Band 1	\$10.57 (11.38)	8000099901Z0	US-02 Unskilled: seasonal/summer work
Hourly Band 2	\$11.93 (12.84)	8000099902Z0	US-03 and US-04 Routine work: student and hourly attendant
Hourly Band 3	\$13.43 (14.46)	8000099903Z0	US-05 through US-07 Entry-level, apprentice work: trades trainee
Hourly Band 4	\$15.12 (16.28)	8000099904Z0	US-08 through US-10 Entry-level administrative/semi-skilled work: office and entry-level technical assistant/mid-level trade trainee, hourly instructional assistant
Hourly Band 5	\$17.02 (18.32)	8000099905Z0	US-11 and US-12 Technical administrative/semi-skilled work: program assistant/advanced trade trainee
Hourly Band 6	\$19.92 (21.44)	8000099906Z0	US-13 and through US-15 Fully proficient administrative/skilled work: administrative assistant/ business technician trade worker
Hourly Band 7	\$21.56 (23.21)	8000099907Z0	US-16 through US-18 Lead/supervisory/paraprofessional work: trade/business supervisor/ interpreter/registrar
Hourly Band 8	\$24.70 (26.59)	8000099908Z0	US-19 Executive office administrative/trade supervisor work: executive administrative asst/ senior trade supervisor
Hourly Band 9	\$28.22 (30.38)	8000099909Z0	US-20 through US-23 pectors/entry-level specialist
Hourly Band 10	\$34.43 (37.06)	8000099910Z0	US-24 Advanced/expert professional work: specialist
Hourly Band 11	\$37.24 (40.09)	800009991120	US-25 and US-26 Lead/supervisory/professional work: assistant principal/senior specialist/manager
Student Coach 1	\$7.25 (7.80)	8000099997Z0	Student Coach Positions Student assisting with a camp or clinic
Student Coach 2	\$8.60 (9.26)	800009998720	Student assisting with a camp or clinic

(\$) - This figure includes the 7.85% FICA reimbursement requirement.

Employee receives hourly band amount for pay, but please use amount in parenthesis (\$) for budgeting & reimbursement purposes



# Process when activity using FCPS employee is completed ...

#### Items below should be submitted with four weeks after the conclusion of the activity

#### **To FCPS Financial Services:** (Gatehouse #4300)

Reconciliation Worksheet (ADM-24B) with employee compensation calculations Booster/PTA/PTO Reimbursement Check Payable to FCPS

#### To FCPS Community Use Section: (Gatehouse #3200)

Final Financial Statement (ADM-24A)

Reconciliation Worksheet (ADM-24B) with employee compensation calculations

#### To FCPS School Finance Technician:

Final Financial Statement (ADM-24A)

Reconciliation Worksheet (ADM-24B) with employee compensation calculations

#### Reconciliation Worksheet ADM24B Calculates Reimbursement to FCPS



School Support Organization Hourly Pay Reimbursement Worksheet

for FY17 Per Regulation and Notice 8424

Select School from the Drop Down List ANY ES

Enter Name of Activity (As Appears on ADM-24) Art Class

Enter Dates of Activity Oct 5- Dec 14, 2017

in the DROP DOWN menu & enter class/club name and dates

	2311101 23	ares of the	en 1115 Oct 1	- 10-62-1-1	, 201,				CITCOL	Ciassi	Cido	Harric	aria	aucc.	•
Name	Pay Band	No. of Hours	Total	Pay Band	No. of Hours	Total	Pay Band	No. of Hours	Total	Pay Band	No. of Hours	Total	TOTAL	_	
Susie Director	8	6	\$148.20	8	6	\$148.20	8	6	\$148.20					\$444.60	
Polly Art Teacher	11	10	\$372.49	11	9	\$335.24	11	7	\$260.74			•		\$968.47	
George Assistant	SC2	6	\$51.60	SC2	7	\$60.20	SC2	6	\$51.60					\$163,40	
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the drop-down menu	abov	<b>e</b>										FICA		\$120.60	
											Total l	Due to FCPS		\$1,697.07	
Completed by Mary Smith				4	heck Nu	mber 5921									
Phone Number 703-555-1212				- F	und Cent	er SSE3051	1204						- 4		

Commitment Item 506415

ADM-24B (7/17) 2017

E-mail marysmith@PTA.org

Automatically calculates the reimbursement due FCPS including FICA



# Booster Club, PTA, or PTO Managed Camps, Classes, Clinics, and Leagues Financial Statement

		C		pidase pinne)	(Booster, FTA, or FTO Representative - please print)	geoogler, PTA, or
	C.,	marysmita	Signature			Name Mary Smith
		certify that, to the best of my knowledge, the above is a true and accurate accounting for the activity. All bligations have been satisfied.	accurate acc	above is a true and	ny knowledge, the ied.	bligations have been satisfied.
1,302.41	60	Profit				NEW TOTAL POST OFFI
4,000.00	<del>(/)</del>	Income		on with	Accounting Secti	Sent to Financial Services Accounting Section with
2,697.59	66	Total Expenses			Date 01/06/2017	Check# 5921 Ds
1,000.00	69	Total Other Expenses		1,697.59	S 1,6	Total Personnel Expenses
					so	Guest Lecturer(s)
		(please specify)		166.65	s ı	Counselors
	W	Other		69		
	69	Insurance		60		
	69	Custodial Services		69		Sample
	t/t	Postage		60		
	69	Awards		in.		ADM-24A
	60	Printing		69		
	69	Turf Replacement Fund (separate check sent to CUS)		60		
1,000.00	60	Supplies	1,052.33	69	Teacher	Polly Art Teacher
	69	Equipment (attach list)	478.61	69	Director	Susie Director
Amount	*		Amount	An	Title	Name
						Personnel
			Less Refunds Total Income	7		EXPENDITURES
		\$ 4,000.00	Subtotal	. 00		
		0.00	1		×	
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		\$ 4,000.00	1	200.00	×	200
		Total	-	Fees per Session	urticipants	INCOME Number of Participants
						Booster Club, PTA or PTO
MIS(S)	Sessions(s)	Session 1 of 1				Any Elementary School PTA
ರ	for Session)	(Inclusive Dates for		(Location)	(Loca	Activity)
		Oct 3-Dec 16, 2016		itary School	Any Elementary School	Art Club
for the second		for the next camp, clinic, or league application submitted for approval.	Commence of the	mitted for approval.	igue application sub	for the next camp, clinic, or league application submitted for approval
S.	mployee	/ Public School (FCPS) paid employees.	airfax County	of each activity with F	fter the completion of	echnician within four weeks after the completion of each activity with Fairfax County
Acc Control	ool finan	The financial documents (ADM-24A and ADM-24B, available at <u>http://www.fcps.com/resources/community-use-school-lacinity</u> <u>slubs-classes-clinics-leagues-and-youth-camps)</u> are required to be submitted to the Community Use Section and school finance	tted to the Co	required to be submit	d-24A and ADM-24 nd-youth-camps) are	The financial documents (ADM-24A and ADM-24B, available at http://www.fcps.edu/resources/community-use-school-finance slubs-classes-clinics-leagues-and-youth-camps) are required to be submitted to the Community Use Section and school finance

ADM-24A (11/16)

Phone (703) 555-1212

Date 01/06/2017

E-Mail marysmith@PTA.com



# Booster/PTA/PTO Managed Summer Camps

#### Additional Information Specific to Summer Camps



#### Prep for Summer 2020 Camps

#### VHSL rules regarding athletic camps:

- No camps involving rising 9<sup>th</sup> graders or above can occur from June 28 – July 4<sup>th</sup> (VHSL summer dead period).
- No fall sport camps after July 27
- Black out dates for other season camp sports involving rising 9<sup>th</sup> graders and above are August 3-13.

#### Dates:

- HS use June 15\* August 7
- MS/ES use June 15\* August 7
- No indoor camps July 3 due to holidays (outdoor use ok)

<sup>\*</sup>June 15 is a contracted teacher workday for FCPS employees.

#### Directors & Bookkeepers



#### **Director**

- Prepares budget in consultation with school support group per Regulation and Notice 8424.
- Paid for actual hours worked up to 20 hours for planning and managing a program if approved by managing organization.
- Time involved with planning should be submitted prior to camp program week(s).
- A program is viewed as up to 60 hours of instructional time provided.
  - Session = week (or a few days)
  - Program = entire camp (could be several sessions)
- Relatives director may not supervise family members.
   (Regulation 4232)

#### Bookkeeper

- Paid for actual hours worked up to 20 hours for bookkeeping and administrative tasks, program if approved by managing organization.
- Cannot be a relative of director and related to anyone instructing in the camp.



#### **Camp Employees**

- Maximum compensation for all employees up to band 11.
- May receive compensation for actual hours worked up to one hour more than camp participants.
- Student employees and counselors minimum 16 years of age.
- Certified Athletic Trainer (ATC) is considered employee of camp and must be paid through the time and attendance process. ATC coverage is required at camps and clinics when game situations occur at "game speed". The term "game speed" includes full team scrimmages and games.
- Time worked report through MyTime. Follow Notice 5620 regarding pay schedules.
- If non-FCPS employee, must become one. Human Resources can provide hiring packet. 571-423-3100
- Guest Speakers –can be paid higher than FCPS employees, are NOT paid through the time and attendance process. Guest Lecturer can not be an FCPS employee.



#### **Process complete!**

Questions regarding Regulation and Notice 8424 can be directed to the Community Use Section by phone 571-423-2340 or John Chapman at

<u>itchapman@fcps.edu</u> or by phone 571-423-2346