Understanding Regulation and Notice 8424

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

Fairfax County PUBLIC SCHOOLS
ENGAGE • INSPIRE • THRIVE
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…: www.fcps.edu
Search for “Booster/PTA/PTO”
**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. 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
- adm24b
  School Support Organization Hourly Pay Reimbursement Worksheet - for FY17 Per Regulation and Notice 8424

**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, 2016 - June 30, 2017** Notice 8424 (Fiscal Year 2017)
Highlights of 8424

Regulation 8424:
• 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.
• 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.

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

–Application ADM-24
  - (fill-able online, but signatures are required)

–Promotional Flier
  - (must clearly identify the sponsoring organization)

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 Managed Fee-Based Camps, Classes, Clinics and Leagues (Regulation 8424)

All information and forms relating to these activities are located on the web at www.fcps.edu, 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.

_____ 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 Responsibility (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/PTA/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

The Community Use Section will process the application within 5 business days by sending an email with approved application to the booster/PTA/PTO rep and the schools primary FS/Direct contact responsible for building use.

Booster/PTA/PTO Responsibility: AFTER activity is completed and ONLY IF employees are receiving compensation by FCPS (see Notice 8424, Attachment B).

To FCPS Accounting Section:
_____ ADM-24B (Reconciliation Worksheet)
_____ Check payable to Fairfax County Public Schools for reimbursement of salaries paid to any FCPS employees

To Community Use Section:
_____ ADM-24A (Final Financial Statement)
_____ ADM-24B (Reconciliation Worksheet)

To School Finance Technician:
_____ ADM-24A (Final Financial Statement)
_____ ADM-24B (Reconciliation Worksheet)
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 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.

<table>
<thead>
<tr>
<th>1. Name of Booster Club, PTA, or PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Name of Activity</td>
</tr>
<tr>
<td>3. Activity Date(s)</td>
</tr>
<tr>
<td>4. Daily Activity Times</td>
</tr>
<tr>
<td>5. School to Be Used</td>
</tr>
<tr>
<td>6. Estimated Number of Students</td>
</tr>
<tr>
<td>7. Total Cost Per Participant</td>
</tr>
<tr>
<td>8. What Type of Instructor(s) Are You Using? (please check all that apply)</td>
</tr>
<tr>
<td>□ FCPS Employee (receiving pay for this activity)</td>
</tr>
<tr>
<td>□ Independent Contractor</td>
</tr>
<tr>
<td>9. Who Is Responsible for Handling Registration and Payment?</td>
</tr>
<tr>
<td>□ Booster, PTA, or PTO</td>
</tr>
<tr>
<td>10. If Using an Independent Contractor (IC), Please Provide the Name of the Company</td>
</tr>
<tr>
<td>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-boosterlist_0.pdf">http://www.fcps.edu/sites/default/files/media/pdf/pta-boosterlist_0.pdf</a>]</td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td>If No, IC Must Contact CUS BEFORE Submitting ADM-24 For Approval</td>
</tr>
<tr>
<td>12. If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits</td>
</tr>
<tr>
<td>Insurance Company Name</td>
</tr>
</tbody>
</table>

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. We have reviewed the current versions of Regulation 8424 and Notice 8424, agree to the requirement therein, and request your approval for this activity. Promotional material flier to activity is attached.

Booster Club, PTA, or PTO Representative (please print) | Signature | Date |  
| Phone Number | E-Mail |  

Camp, Clinic, Class Director, or Independent Contractor (please print) | Signature | Date |  
| Phone Number | E-Mail |  

☑ APPROVED ☐ DISAPPROVED Comments: |  
| ☐ APPROVED ☑ DISAPPROVED Comments: |  

Principal or Designee Date | Community Use Section Date |  

ADM-24 (11/16)
Completing the ADM-24…

When using IC’s, 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.
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 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 PTO _Any Elementary School PTA_

2. Name of Activity _Chess Club_

3. Activity Date(s) _Feb 14 - Apr 28_ Number of Days _10_ ☐ S ☐ M ☑ T ☐ W ☐ Thu ☐ F ☐ Sat. 

4. Daily Activity Times _4pm-5pm_ Number of Hours per Day _1_

5. School to Be Used _Any Elementary School_ Location: (e.g., gym, cafeteria, classroom, fields) _band room_

6. Estimated Number of Students _25_ Students Age or Grade _3-5_

7. Total Cost Per Participant $ _180.00_ Supply Fee Included ☑ Yes ☐ No If Yes, supply cost $ _30.00_

8. What Type of Instructor(s) Are You Using? (please check all that apply) ☑ Independent Contractor ☐ Volunteer ☐ Parent Volunteer ☐ Instructor Who Needs to Become an Employee

9. Who is Responsible for Handling Registration and Payment? ☑ Booster, PTA, or PTO _Independent Contractor_

10. If Using an Independent Contractor (IC), Please Provide the Name of the Company. _The Chess Center_

11. If Using an IC, IC Appears on the Approved Vendor List at http://www.fcps.edu/sites/default/files/media/pdf/pta-boosterlist_0.pdf ☑ Yes ☐ No 
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. 

<table>
<thead>
<tr>
<th>Insurance Company Name</th>
<th>Coverage Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. We have reviewed the current versions of Regulation 8424 and Notice 8424, agree to the requirement therein, and request your approval for this activity. Promotional material flier to activity is attached.

Mary Smith  
Booster Club, PTA, or PTO Representative (please print)  
(703) 555-1212  
marysmith@PTA.org  
E-Mail  
Joe Chess  
Camp, Clinic, Class Director, or Independent Contractor (please print)  
(703) 555-5656  
Joe@thechesscenter.com  
E-Mail  

☐ APPROVED ☐ DISAPPROVED  
Principal or Designee  
12/17/2016  
Comments:

ADM-24 (11/16)
ANY Elementary School Sponsored

Winter 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!

REGISTRATION

To register or for more information, go to:
www.chessclubIC.com

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

If you are unable to register online or wish to request financial aid, please call (703) 578—1099 for assistance.
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 will be issued during school year 2016-17 (transition year) and will be mandatory for ICs by school year 2017-18.
# PTA/PTO/Booster Approved Independent Contractors Per Regulation 8424

**Important:** This list is for information only. FCPS does not endorse any of these independent contractors.

## Vendor List

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Type</th>
<th>Address</th>
<th>Contact Name</th>
<th>Telephone Number</th>
<th>Contact Email</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6-7-8 Dance, LLC</td>
<td>Athletic Related</td>
<td>6301 Stevenson Avenue, #808 Alexandria, VA 22304</td>
<td>Martha Krabill</td>
<td>360-821-9000</td>
<td><a href="mailto:martha@5678danceclass.com">martha@5678danceclass.com</a></td>
<td><a href="http://www.5678danceclass.com">www.5678danceclass.com</a></td>
</tr>
<tr>
<td>A Class Act - Acting for Young Peo</td>
<td>Enrichment and Hobby Related</td>
<td>5506 Talon Court Fairfax, VA 22032-1736</td>
<td>Mary Lechter</td>
<td>703-307-5332</td>
<td><a href="mailto:mary@afyp.org">mary@afyp.org</a></td>
<td><a href="http://www.afyp.org">www.afyp.org</a></td>
</tr>
<tr>
<td>Abrakadoodle</td>
<td>Enrichment and Hobby Related</td>
<td>6309 Custis Parkway Falls Church, VA 22042</td>
<td>Susan Walia</td>
<td>703-538-4278</td>
<td><a href="mailto:swalia@abrakadoodle.com">swalia@abrakadoodle.com</a></td>
<td><a href="http://www.abrakadoodle.com/">www.abrakadoodle.com/</a></td>
</tr>
<tr>
<td>Absolute Training</td>
<td>Enrichment and Hobby Related</td>
<td>201 Hilltop Road NE Vienna, VA 22180</td>
<td>Susan Kenney</td>
<td>703-319-0830</td>
<td><a href="mailto:skenney201@gmail.com">skenney201@gmail.com</a></td>
<td><a href="http://www.myabsolutetraining.com">www.myabsolutetraining.com</a></td>
</tr>
<tr>
<td>Academics and Music, LLC</td>
<td>Enrichment and Hobby Related</td>
<td>1114 Norlee Drive Silver Spring, MD 20902</td>
<td>Slavik Tsimura</td>
<td>267-808-9853</td>
<td>slavik@academicsandmusic</td>
<td><a href="http://www.academicsandmusic.com">www.academicsandmusic.com</a></td>
</tr>
<tr>
<td>Academy International</td>
<td>Athletic Related</td>
<td>3118 9th Road N Arlington, VA 22201</td>
<td>Martin Conquest</td>
<td>703-816-0244</td>
<td>sports@academyinternational</td>
<td><a href="http://www.academyinternational.com">www.academyinternational.com</a></td>
</tr>
<tr>
<td>Acting Out! With Professor Toby</td>
<td>Enrichment and Hobby Related</td>
<td>15182 Stillfield Place Centreville, VA 20120-3818</td>
<td>Toby Chieffo-Reidway</td>
<td>703-919-4441</td>
<td><a href="mailto:tmc26@georgetown.edu">tmc26@georgetown.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
When hiring an IC, using a volunteer, or an FCPS employee NOT receiving pay...

No closing paperwork is required
By Community Use
when activity is finished!!!
Completing the ADM-24...

When using an FCPS employee who is receiving pay through FCPS payroll process.
Set your budget for the class—

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

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 instructor 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). Time should be entered on a weekly basis.

The fund code to be used in My Time is XXX-328-001. 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 system MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to www.fcps.edu, 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

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

AND

School Finance Technician
Process when hiring an FCPS employee…

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

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 PTO Any Elementary School PTA

2. Name of Activity Art Club

3. Activity Date(s) Feb 9 - May 25 Number of Days 15 ☐ S ☐ M ☐ T ☐ W ☑ Thu ☐ F ☐ Sat.

4. Daily Activity Times 3:30pm-4:30pm Number of Hours per Day 1

5. School to Be Used Any Elementary School Location: (e.g., gym, cafeteria, classroom, fields) Art POD

6. Estimated Number of Students 25 Students Age or Grade 4-6

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

9. Who is Responsible for Handling Registration and Payment? ☐ Booster, PTA, or PTO ☐ Independent Contractor

10. If Using an Independent Contractor (IC), Please Provide the Name of the Company.


☐ Yes ☐ No 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

Insurance Company Name IM Gen Liability

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. We have reviewed the current versions of Regulation 8424 and Notice 8424, agree to the requirement therein, and request your approval for this activity. Promotional material flier to activity is attached.

Mary Smith

(703) 555-1212 marylsmith@PTA.org

Phone Number E-Mail

Susie Director

(703) 555-8989 susiedirector@fcps.edu

Phone Number E-Mail

☐ APPROVED ☐ DISAPPROVED Comments:

Principal or Designee Date

☐ APPROVED ☐ DISAPPROVED Comments:

Community Use Section Date

ADM-24 (1/16)
CAMP, CLASS, CLINIC, OR LEAGUE PROPOSED BUDGET

Art Club
(Activity)
Any Elementary School
(Location)
Feb 9 - May 25
(Inclusive Dates for Session)
Any Elementary School PTA
Booster Club, PTA, or PTO

Session ___ of ___ Session(s)

ESTIMATED INCOME

<table>
<thead>
<tr>
<th>Number of Campers</th>
<th>Fees Per Session</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>$200.00</td>
<td>$5,000.00</td>
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<td>0.00</td>
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</tbody>
</table>

Total Estimated Income $5,000.00

PROJECTED EXPENSES

Personnel (Counselors and Guest Lecturers listed on page 3)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Amount</th>
<th>Equipment (attach list)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susie Director</td>
<td>Director</td>
<td>$1,000.00</td>
<td>$</td>
</tr>
<tr>
<td>Polly Art Teacher</td>
<td>Teacher</td>
<td>1,000.00</td>
<td>Supplies</td>
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<tr>
<td></td>
<td></td>
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<td>Turf Replacement Fund</td>
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<td>Printing</td>
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<td>Awards</td>
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<td>Postage</td>
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<td></td>
<td></td>
<td></td>
<td>Custodian (invoiced by CUS)</td>
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<td></td>
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<td>Insurance</td>
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<tr>
<td></td>
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<td></td>
<td>Other</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>(please specify)</td>
</tr>
<tr>
<td>Counselors (from page 3)</td>
<td></td>
<td>$300.00</td>
<td></td>
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<tr>
<td>Lecturer(s) (from page 3)</td>
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<td>0.00</td>
<td></td>
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</tbody>
</table>

Total Personnel Expenses $2,300.00

Total Other Expenses $1,250.00

Total Expenses $3,550.00

Projected Net Income $1,450.00

Disposition of Net Income: Field Trip Support

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 EMPLOYEES.
### PROJECTED COUNSELOR STAFF

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Grade</th>
<th>Amount (if applicable)</th>
<th>School Currently Attending</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Assistant</td>
<td>17</td>
<td>11</td>
<td>$300.00</td>
<td>Any High School</td>
</tr>
</tbody>
</table>

### PROJECTED GUEST LECTURER(S)

(may not be current FCPS employee)

<table>
<thead>
<tr>
<th>Name</th>
<th>Number of Hours</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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ART CLUB
ANY Elementary School 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 enrolled 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: PTA.

ART CAMP REGISTRATION FORM

Students Name: ____________________________________________

Grade: ____________________________________________________

Classroom Teacher: ________________________________

Please contact FCPS Teacher if you have any questions at Teacher@fcps.edu
Student assistant or other worker need to become an FCPS employee

Process for Hiring

• The CUS can provide employment packets to be given to your class/camp workers that need to become FCPS employees. 571-423-2340.

• The Human Resources – Support Employment office can also provide employment packets. 571-423-3100.
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). Time should be entered on a weekly basis.

The fund code to be used in My Time 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 system MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to www.fcps.edu, 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
Pay Scales for Calculating Projected Payroll Expense on ADM-24

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**

Choose your school name in the drop-down menu & your Cost Center & GL will automatically populate below.
Enter class/club name and dates.

**Automatically calculates as you enter pay bands and # of hours worked.**

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<tbody>
<tr>
<td>Susie Director</td>
<td>8</td>
<td>6</td>
<td>$148.20</td>
<td>8</td>
<td>6</td>
<td>$148.20</td>
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<td>6</td>
<td>$148.20</td>
<td>8</td>
<td>6</td>
<td>$444.60</td>
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<td>Polly Art Teacher</td>
<td>11</td>
<td>10.5</td>
<td>$391.02</td>
<td>11</td>
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<td>$363.09</td>
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<tr>
<td>George Assistant</td>
<td>sc2</td>
<td>6</td>
<td>$51.60</td>
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<td>6</td>
<td>$154.80</td>
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Label date range by month or week.

Completed by: Mary Smith  
Phone #: 703-555-1212  
Email: mary.smith@PTA.com

Check #: 5921  
Commitment Item: SSE3051204 GL 505415  
FICA $120.64  
TOTAL DUE TO FCPS $1,697.59

**Automatically calculates the reimbursement due FCPS.**
**Booster Club, PTA, or PTO Managed Camps, Classes, Clinics, and Leagues Financial Statement**

The financial documents (ADM-24A and ADM-24B, available at http://www.fcps.edu/resources/community-use-school-facilities/clubs-classes-clinics-leagues-and-youth-camps) are required to be submitted to the Community Use Section and school finance technician within four weeks after the completion of each activity with Fairfax County Public School (FCPS) paid employees. Reimbursement checks (ADM-24B) are to be submitted to FCPS Accounting Section. Failure to do so may result in disapproval for the next camp, clinic, or league application submitted for approval.

**Art Club**

<table>
<thead>
<tr>
<th>(Activity)</th>
<th>Any Elementary School</th>
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<tbody>
<tr>
<td>(Location)</td>
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</table>

<table>
<thead>
<tr>
<th>(Inclusive Dates for Session)</th>
<th>Oct 3-Dec 16, 2016</th>
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| Booster Club, PTA or PTO |  |

**INCOME**

<table>
<thead>
<tr>
<th>Number of Participants</th>
<th>Fees per Session</th>
<th>Total</th>
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<tr>
<td>20</td>
<td>x 200.00</td>
<td>$4,000.00</td>
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<td>x</td>
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Subtotal $4,000.00

Less Refunds $0.00

Total Income $4,000.00

**EXPENDITURES**

**Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susie Director</td>
<td>Director</td>
<td>$478.61</td>
<td>Equipment (attach list) $</td>
</tr>
<tr>
<td>Polly Art Teacher</td>
<td>Teacher</td>
<td>$1,052.33</td>
<td>Supplies $1,000.00</td>
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<td></td>
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<td>$</td>
<td>Turl Replacement Fund (separate check sent to CUS) $1,000.00</td>
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<td></td>
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<td>$</td>
<td>Printing $</td>
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<td>Awards $</td>
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<td>Postage $</td>
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<td>Insurance $</td>
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<td>Other (please specify) $</td>
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Counselors $166.65

Guest Lecturer(s) $ |

Total Personnel Expenses $1,697.59

Check# 5921 Date 01/06/2017

Total Other Expenses $1,000.00

Total Expenses $2,697.59

Sent to Financial Services Accounting Section with ADM-24B

Income $4,000.00

Profit $1,302.41

I certify that, to the best of my knowledge, the above is a true and accurate accounting for the activity. All obligations have been satisfied.

Name Mary Smith

(Booster, PTA, or PTO Representative – please print)

Phone (703) 555-1212 Date 01/06/2017 E-Mail marysmith@PTA.com

ADM-24A (11/16)
Booster/PTA/PTO Managed Summer Camps

Additional Information Specific to Summer Camps
Prep for Summer 2017 Camps

• **VHSL rules regarding athletic camps:**
  • No camps involving rising 9th graders or above can occur from July 3-9 (VHSL summer dead period).
  • No fall sport camps after July 31
  • Black out dates for other season camp sports involving rising 9th graders and above are August 1-10.

• **Dates:**
  • HS use – June 26* – August 5
  • MS/ES use – June 26* - August 18
  • No indoor camps July 3 and 4 due to holidays (outdoor use ok)

*June 26 is a school planning day and June 27 is a contracted teacher workday – ok for use if principal approves.
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.
- Guest Speakers – can be paid higher than FCPS employees. 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 CUS 571-423-2340

- Region 1 Schools  Cathy Lichtenfels  celichtenfel@fcps.edu  571-423-2344
  plus Westfield Pyramid
- Region 2 Schools  Elva Liagouris  emliagouris@fcps.edu  571-423-2343
  plus Woodson Pyramid
- Region 3 Schools  John Chapman  jtcchapman@fcps.edu  571-423-2346
- Region 4 Schools  Cindy Hall-Ritari  challritari@fcps.edu  571-423-2342
  plus Fairfax & Chantilly Pyramids