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)