

## 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](http://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 FSDirect 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)