

Pursuant to the *Code of Ethics for Educators*, Professional Standards Commission Rule 505-6-.01, Standard 6: Improper Remunerative Conduct, Columbia County School System employees who wish to serve **and be compensated** as coaches, instructors, tutors, or promoters of before school, after school, or summer programs or athletic camps, summer leagues, etc. that involve school system students, must receive approval by the Board of Education prior to the program or camp. Board approval is required regardless of whether the activity is school sponsored, parent organization or booster club sponsored, or private industry/self-employment sponsored. In considering the educator's request for approval, the Board of Education will expect that student participants will have equal opportunity and access to enrollment so that equity is assured.

To request approval **to serve as a coach, instructor, tutor, or promoter of a before school, after school, or summer program or athletic camp, summer league, etc., under any circumstance that involves school system students**, the educator shall complete the **Program/Camp Participation** Request Form attached. Upon receipt of the request, the Superintendent **or designee** will **approve as appropriate or** present the request for Board of Education consideration and approval at the next scheduled Board meeting and report the action taken by the Board of Education to the principal/supervisor and employee making the request.

ADOPTED: 8/7/00

REVISED: 8/7/00, 11/12/02, 4/7/03, 10/2/06, 3/31/08

Renamed 8-27-08

Columbia County Board of Education

PROGRAM/CAMP PARTICIPATION REQUEST FORM

REQUIRED FOR ALL COLUMBIA COUNTY BOARD OF EDUCATION EMPLOYEES WHO STAFF OR WORK IN BEFORE/AFTER SCHOOL OR SUMMER PROGRAMS/CAMPS ATTENDED BY ANY COLUMBIA COUNTY SCHOOL SYSTEM STUDENTS.

SCHOOL: _____

TYPE OF PROGRAM/CAMP: _____

DATES OF THE PROGRAM/CAMP: _____

LOCATION OF THE PROGRAM/CAMP: _____

SPONSOR OF THE PROGRAM/CAMP: _____

FUNDRAISER FOR THE SCHOOL (FUNDS MUST BE ROUTED THROUGH SCHOOL AS REQUIRED BY COLUMBIA COUNTY BOARD OF EDUCATION FINANCIAL PROCEDURES.) SCHOOLS MUST BE PAID A MINIMUM OF 20% OF THE GROSS PROCEEDS TO QUALIFY AS A FUNDRAISER.

COLUMBIA COUNTY RECREATION DEPARTMENT

PRIVATE PROGRAM/CAMP

OTHER _____

ATTACHMENT: COPY OF FACILITY AGREEMENT and COPY OF INSURANCE

EMPLOYEE(S) STAFFING THE PROGRAM/CAMP AND AMOUNT OF COMPENSATION TO BE RECEIVED:

<u>NAME</u>	<u>COMPENSATION</u>	
_____	_____	<input type="checkbox"/> *NO COMPENSATION
_____	_____	<input type="checkbox"/> *NO COMPENSATION
_____	_____	<input type="checkbox"/> *NO COMPENSATION
_____	_____	<input type="checkbox"/> *NO COMPENSATION

ESTIMATED COST PER STUDENT: _____

WILL THE PROGRAM/CAMP BE OPEN FOR ALL STUDENTS TO PARTICIPATE? IF NOT, WHAT STUDENTS WILL BE INVITED TO PARTICIPATE?

HOW WILL INFORMATION ABOUT THE PROGRAM/CAMP BE ANNOUNCED AND THROUGH WHAT SOURCES/METHODS?

DESCRIBE THE PROPOSED USE OF FACILITIES, EQUIPMENT OR PROPERTY OF ANY SCHOOL OR THE SCHOOL SYSTEM IN DETAIL.

WHAT WILL BE THE REQUIRED STAFF/STUDENT RATIO? _____

Reviewed and Approved – Principal: _____

Signature of Principal

Date

APPROVED NOT APPROVED DATE: _____

SUPERINTENDENT OF SCHOOLS or *DESIGNEE

BOARD OF EDUCATION CHAIRMAN

* No Board of Education Approval Required