

**BERNARDS TOWNSHIP SCHOOL DISTRICT**  
**Request for Approval to Operate Summer Camp**  
**General Information**

**PROCEDURES FOR OPERATING**  
**SUMMER CAMPS**

1. Approval process
  - Camp director(s) prepares Request to Operate Summer Camp
  - Camp director(s) completes Application for Use of Facility Form at:  
[http://www.bernardsboe.com/district\\_information/use\\_of\\_facilities](http://www.bernardsboe.com/district_information/use_of_facilities)
    - Submit all required documentation for review by April 1 to the Business Administrator
    - Certificate of Insurance to be submitted with the Facility Use Application
  - Business Administrator will prepare a recommendation to approve the camp and submit request to the Superintendent of Schools
  - Camp director(s) will be notified of the Superintendent of Schools decision. The Waiver and Release Statements signed by every parent or guardian of the children participating in the camp must be sent to the Business Administrator prior to the camp start date. ***Failure to provide these documents will result in the automatic cancellation of the camp***
2. Payment by camp participants
  - Payment must be made by check payable to the camp, not an individual
3. Final accounting and close out of camp
  - The camp director(s) will prepare a final account of receipts and disbursements and submit it to the Business Administrator by September 1
4. Camp brochure ***must include the following statement*** “***While this program may be consistent with the mission of the Bernards Township Board of Education, it is not a Board of Education endorsed or sponsored program. The program is a private enterprise, entirely separate from the Bernards Township Board of Education.***”

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Camp director(s): \_\_\_\_\_

Submission date: \_\_\_\_\_

Mission of camp: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age group: \_\_\_\_\_

Number of camp participants per adult supervisor(s): \_\_\_\_\_

Facilities requested: \_\_\_\_\_

\_\_\_\_\_

Camp dates: \_\_\_\_\_

Daily start time: \_\_\_\_\_

Daily dismissal time: \_\_\_\_\_

Fee per camper: \_\_\_\_\_

Include with this camp application:

- A copy of tentative daily camp schedule with room number or facilities noted and time of usage
- Camp brochure (must include the following statement “While this program may be consistent with the mission of the Bernards Township Board of Education, it is not a Board of Education endorsed or sponsored program. The program is a private enterprise, entirely separate from the Bernards Township Board of Education.”)

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Will there be any out of district trips during the camp: \_\_\_\_\_  
If so, list all information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: special needs/concerns about your camp: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meal arrangements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Summer Camp  
Financial Statement**

Projected camp enrollment: \_\_\_\_\_

Total estimated camp income: \_\_\_\_\_

Projected expenses:  
(i.e. T-shirts, giveaways, etc.)

Cost

_____	_____
_____	_____
_____	_____
Camp expenses subtotal:	_____

Instructors

Please check the appropriate box below.

<u>Name</u>	Employee	RHS Student	Adult+	<u>Salary</u>
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_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____
_____				_____

Estimated salary expense: \_\_\_\_\_

Total estimated camp expenses: \_\_\_\_\_

+Note: A fingerprint clearance letter for any adult instructor who is not a Bernards Township employee must be submitted with this application & checklist

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**Check List**

- Request for Approval to Operate Summer Camp
- Use of Facility Form
- Insurance Certificate
- Financial Statement
- Camp Brochure to be reviewed by Superintendent of Schools
- Registration Form
- Waiver & Release Statement (one for each child participating in camp)
- Required Fingerprint Clearance Letters

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**Business Office Use Only**

- Summer Camp approved
- Flyer approved for District Friday Folder (may be sent home once)

\_\_\_\_\_  
Rod McLaughlin, Business Administrator

\_\_\_\_\_  
Date

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**RELEASE AND HOLD HARMLESS FORM**

*Please Read Carefully Before Signing*

We/I, the undersigned, are/am the parent or guardian of a student participating in the \_\_\_\_\_ summer camp.

We acknowledge that the summer camp is a positive activity which benefits our child. We also acknowledge that there are certain risks associated with our child’s participation in the camp, including the risk of personal injury or property damage, and we assume the risks of participation in the camp.

Although the summer camp is being held on the property of the Bernards Township Board of Education (“Board of Education”), we understand and acknowledge that the Board of Education does not control, sponsor or supervise the camp.

In consideration for the Board of Education permitting this positive activity to be held on its property, we hereby waive and release the Board of Education and its members, agents and employees from and against any and all liability or damage of any kind sustained by our child as a result of his or her participation in the summer camp, including, but not limited to, any claim for personal injury, disability, death, property damage or property loss.

We also agree to indemnify and hold the Board of Education and its members, agents and employees harmless from and against any and all liability or damage of any kind caused by our child in connection with his or her participation in the summer camp, including the payment of reasonable attorney’s fees associated therewith.

\_\_\_\_\_  
Student’s Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date