



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; all others complete page 1 only. A financial statement (ADM-24A) and Excel spreadsheet are to be furnished to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

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.

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. The required information relating to this activity is presented below.

- Name of Booster Club, PTA, or PTO Robinson Secondary School PTSA
- Name of Activity RAMPing Up! Transition Program
- Activity Date(s) 8/4-8/8; 8/11-8/15 Number of Days 10 S M T W Thu. F Sat.
Please Check All Activity Days
- Daily Activity Times 8:00am to 12:00pm Number of Hours per Day 4
- School to Be Used Robinson Location: (e.g., gym, cafeteria, classroom, fields) Classroom, Cafe, Daval
- Estimated Number of Students 200 Students Age or Grade Rising 7th grade students
- Standard Fee to Be Charged to Each Participant _____ (per hour) \$125.00 (per session) Charges for Supplies \$0.00 (per student)
- 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
- Who is Responsible for Handling Registration and Payment? Booster, PTA, or PTO Independent Contractor
- If Using an Independent Contractor (IC), Please Provide the Name of the Company. _____
- If Using an IC, IC Appears on the Approved Vendor List at <http://www.fcps.edu/its/comuse/boosters.shtml>?
 Yes No
 If No, IC Must Contact CUS BEFORE Activity Will Be Approved.
- If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.
RVNuccio & Associates, Inc \$1,000,000
Insurance Company Name Coverage Limits

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 related to activity is attached.

Dee Haas

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

Signature *Dee Haas*

Phone Number _____

E-Mail _____

Date 2 APR 14

Mary Aunon

Camp, Clinic, Class Director, or Independent Contractor (please print)

Signature *Mary Aunon*

Phone Number _____

E-Mail mfaunon@fcps.edu

Date _____

APPROVED DISAPPROVED

Principal or Designee *[Signature]*

Date 4/2/2014

Comments: Great Work!

APPROVED DISAPPROVED

Community Use Section *[Signature]*

Date 4/3/14

Comments: Reminder for activities using FCPS employees: final financial paperwork (per Notice 8424, Attachment B) is due NO LATER than 4 weeks after the activity ends. Thank you

CAMP, CLASS, CLINIC, OR LEAGUE PROPOSED BUDGET*

Transition Program Robinson Secondary School 8/4-8 & 8/11-15
 (Activity) (Location) (Inclusive Dates for Session)
Robinson Secondary School PTSA
 Booster Club, PTA, or PTO Session 1 of 2 Session(s)

ESTIMATED INCOME

Number of Campers		Fees Per Session	=	Total
<u>100</u>	x	<u>125.00</u>	=	\$ <u>12,500.00</u>
<u>100</u>	x	<u>125.00</u>	=	<u>12,500.00</u>
	x		=	<u>0.00</u>
Total Estimated Income				\$ <u>25,000.00</u>

PROJECTED EXPENSES

Personnel

Name	Title	Amount	Amount
	Teacher	\$ 1,823.00	Equipment (attach list) \$
	Teacher	1,823.00	Supplies 500.00
	Teacher	1,823.00	Printing
	Teacher	1,823.00	Awards
	Counselor	1,823.00	Postage
	Counselor	1,823.00	Custodian
	IA	640.80	Insurance

Staff names should be listed or at least one known at least

Other Lunch 5,000.00

(please specify)

Counselors (from page 3) \$ 0.00

Lecturer(s) (from page 3) \$ 0.00

Total Personnel Expenses \$ 11,578.80

Total Other Expenses \$ 500.00

Total Expenses \$ 12,078.80

Projected Net Income \$ 12,921.20

Disposition of Net Income: _____

COPY OF FINANCIAL STATEMENT (ADM-24A) AND EXCEL SPREADSHEET ARE TO BE FURNISHED TO THE COMMUNITY USE SECTION WITHIN FOUR WEEKS OF THE CLOSE OF EACH SESSION WITH FCPS-PAID EMPLOYEES.



DAMPING UP!

Be RAM Ready! A transition program for rising 7th grade students sponsored by the Robinson Secondary School PTA.

Who? Robinson 7th graders

Where? Robinson Secondary School

Why? Prepare Middle School

When? Choose 1
Hours: 8:00 am - Noon
 • Session 1: Aug. 4-8
 • Session 2: Aug. 11-15

Cost: \$125.00
 Payable to Robinson Secondary School PTA

Program Features

Middle School Curriculum

4 Core Subjects
 Summer Assignments
 Reading Comprehension
 Writing Process

Middle School Student

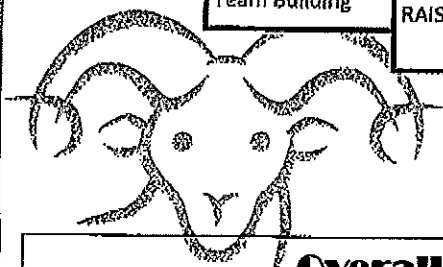
Goal Setting
 Self Advocacy Skills
 Cooperative Learning
 Team Building

Middle School Strategies

Building Layout
 Locker & Organization
 Agenda / Planner
 RAISE Time

Technology

Digital Resources
 24/7
 Google Apps 4 Education



Overall Goal

To acclimate your student to Robinson Middle School while creating friendships that will last into the fall and beyond.

Bonus

Lunch provided each day
 Each participant receives a Robinson RAM t-shirt

Guest Speakers

Principal Eline, Robinson staff, current Robinson Middle School Students

Registration begins April 21, 2014

For Program Curriculum contact
 Transition Program Director
inf@robinsonmiddle.org 02-4-2014

Transportation will be provided by parent/guardian.

Questions:
 For Program Registration contact
 Debbie Brinkman
 Robinson Secondary School PTA
brinkmanp@robinsonpta.org



Booster Club, PTA, or PTO Managed Camps, Classes, Clinics, and Leagues Financial Statement

This financial statement and the Excel spreadsheet (available at www.fcps.edu/fls/comuse/boosters.shtml) are to be submitted to the Community Use Section within four weeks after the completion of each activity with FCPS paid employees. Failure to do so may result in disapproval for the next camp, clinic, or league application submitted for approval.

Transition Program Robinson Secondary School 8/4 - 8/15
 (Activity) (Location) (Inclusive Dates for Session)
Robinson PTSA Session 2 of 2 Sessions(s)
 Booster Club, PTA or PTO

INCOME

Number of Participants	Fees per Session	Total
<u>146</u>	x <u>125.00</u>	= \$ <u>18,250.00</u>
_____	x _____	= _____
_____	x _____	= _____
Subtotal		\$ <u>18,250.00</u>
Less Refunds		\$ <u>250.00</u>
Total Income		\$ <u>18,000.00</u>

EXPENDITURES

Personnel

Name	Title	Amount	Amount
Melissa Brady	Teacher	\$ 911.53	Equipment (attach list) \$
Alyssa Gray	Teacher	1,823.05	Supplies 640.00
JudyAnn Gray	Teacher	911.53	Printing
Susan Lemery	Teacher	911.53	Awards
Anecia Robinson	Teacher	1,823.05	Postage
William Tucker	Teacher	1,823.05	Custodial Services
Stefanie Waigand	Teacher	911.53	Insurance
			Other 1,981.76
Counselors	\$ 0.00	(please specify)	
Guest Lecturer(s)	\$ 0.00		
Total Personnel Expenses	\$ 9,115.27	Total Other Expenses	\$ 2,621.76
Sent to Financial Services:		Total Expenses	\$ 11,737.03
Check# <u>1153</u>	Date <u>28 Aug 14</u>	Income	\$ 18,000.00
		Profit	\$ 6,262.97

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 Dee Haas Signature [Signature]
 (Booster, PTA, or PTO Representative - please print)

Phone [Redacted] Date 28 Aug E-Mail president@robinsonptsa.org

