



## 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 flyer 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.

1. Name of Booster Club, PTA, or PTO Oakton High School PTSA
2. Name of Activity Jump Start
3. Activity Date(s) 8/11/15-8/13/15 Number of Days \_\_\_\_\_  S  M  T  W  Thu.  F  Sat.  
Please Check All Activity Days
4. Daily Activity Times 9:30 a.m. - 1:30 p.m. Number of Hours per Day 4
5. School to Be Used Oakton High School Location: (e.g., gym, cafeteria, classroom, fields) Cafeteria, various classroom
6. Estimated Number of Students 100 Students Age or Grade 9th
7. Standard Fee to Be Charged to Each Participant \_\_\_\_\_ (per hour) \$150.00 (per session) Charges for Supplies \_\_\_\_\_ (per student)
8. 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
9. Who is Responsible for Handling Registration and Payment?  Booster, PTA, or PTO  Independent Contractor
10. If Using an Independent Contractor (IC), Please Provide the Name of the Company. \_\_\_\_\_
11. If Using an IC, IC Appears on the Approved Vendor List at <http://www.fcps.edu/lts/comuse/boosters.shtml>?  
 Yes  No  
 If No, IC Must Contact CUS BEFORE Activity Will Be Approved.
12. If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.

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.

Brooks Moran

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

Signature

*Brooks Lea Moran*

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

06/09/2015

Date

Brandon McCulla

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

Signature

*Brandon M. McCulla*

(703) 319-2700

Phone Number

bmmcculla@fcps.edu

E-Mail

06/09/2015

Date

APPROVED

DISAPPROVED

Comments:

Amy

Principal or Designee

Date

6/12/15

APPROVED

DISAPPROVED

Comments:

Amy M. Craig

Community Use Section

Date

6/12/15

Final financial paperwork is due no later than 9/9/15. Thank you

**CAMP, CLASS, CLINIC, OR LEAGUE PROPOSED BUDGET\***

Jump Start \_\_\_\_\_ Oakton High School \_\_\_\_\_ 8/11/15-8/13/15  
 (Activity) (Location) (Inclusive Dates for Session)

Oakton High School PTSA \_\_\_\_\_ Session  1  of  1  Session(s)  
 Booster Club, PTA, or PTO \_\_\_\_\_

**ESTIMATED INCOME**

Number of Campers		Fees Per Session	=	Total
<u> 100 </u>	X	<u> 150.00 </u>	=	\$ <u> 15,000.00 </u>
<u> _____ </u>	X	<u> _____ </u>	=	<u> 0.00 </u>
<u> _____ </u>	X	<u> _____ </u>	=	<u> 0.00 </u>
Total Estimated Income				\$ <u> 15,000.00 </u>

**PROJECTED EXPENSES**

**Personnel**

Name	Title	Amount		Amount
Brandon McCulla	Director	\$ 442.56	Equipment (attach list)	\$ 4,600.00
Elizabeth Snyder	Teacher	553.20	Supplies	\$
Kelly Butterfield	Teacher	553.20	Turf Replacement Fund	\$
Malcolm Lee	Teacher	553.20	Printing	\$
TBA	Teacher	553.20	Awards	\$
Brandon McCulla	Director	553.20	Postage	\$
Martha Rodeheaver	Bookkeeper	442.56	Custodian	\$
			Insurance	\$
			Other	\$

(please specify)

Counselors (from page 3)	\$ <u> 0.00 </u>		
Lecturer(s) (from page 3)	\$ <u> 0.00 </u>		
Total Personnel Expenses	\$ <u> 3,651.12 </u>	Total Other Expenses	\$ <u> 4,600.00 </u>
Total Expenses .....			\$ <u> 8,251.12 </u>
Projected Net Income .....			\$ <u> 6,748.88 </u>

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.**

Jump Start  
Projected Expenses

<b>Item</b>	<b>Cost</b>
T-shirts	\$ 600.00
Food	\$ 2,500.00
Buses	\$ 1,500.00
<b>Total</b>	<b>\$ 4,600.00</b>

Posted on the Oakton Website:

## Oakton High School's 2015 Summer Jump Start Program

Oakton High School's PTSA Summer Jump Start Program will run from August 11 - 13. Jump Start is a program sponsored by Oakton's PTSA and each day the program will run from 9:30 - 1:30 and will include tours of the building/school grounds, Q & A sessions with current students and teachers, simulated classroom discussions, peer-building activities, and lunch from a local business. Students will also receive a class t-shirt during the program. All of these activities are intended to help rising freshmen adjust to the culture of Oakton High School. The registration cost is \$150 (checks can be made payable to Oakton High School PTSA and mailed to the school in care of: Brandon McCulla) and is due by August 1, 2015. Transportation will be provided by the county and an email with the bus locations will be sent closer to the start of Jump Start to parents of registered students. If you have any questions or concerns, please contact Jump Start Coordinator Brandon McCulla by email at: [bmmcculla@fcps.edu](mailto:bmmcculla@fcps.edu).

KIT messages sent to middle schools:

Registration for Oakton High School's PTSA Summer Jump Start Program is now open. Jump Start is a program sponsored by Oakton's PTSA and will run from August 11 - 13 and from 9:30 - 1:30 each day. Each day, rising freshmen will have the opportunity to participate in tours of the school, Q&A sessions with current students and teachers, peer-building activities, and simulated classroom lessons. Through all of these activities, students will become adjusted to the culture of Oakton High School. Lunch will be provided by local restaurants. The cost of the program is \$150 and checks can be made payable to Oakton High School PTSA and mailed to the school in care of Brandon McCulla by August 1. Transportation will be provided by the county and the locations of bus stops will be emailed out at a later date to parents of registered students. If you have any questions or concerns, please email Jump Start Coordinator Brandon McCulla at: [bmmcculla@fcps.edu](mailto:bmmcculla@fcps.edu). You can register your student using the following link to a Google Form:

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> [https://docs.google.com/a/fcpsschools.net/forms/d/1NW-00Gnl8LdGsB9hMxi\\_T15bMdDWHB92qGMyq3Adpjk/viewform](https://docs.google.com/a/fcpsschools.net/forms/d/1NW-00Gnl8LdGsB9hMxi_T15bMdDWHB92qGMyq3Adpjk/viewform)