

Understanding Regulation and Notice 8424

**Boosters/PTA/PTO Managed Fee-Based
Classes, Clinics, Leagues
& Summer Camps**



Let's get started...

1. *Review Regulation & Notice 8424*
2. *Refer to the checklist to complete ADM-24*
3. *Complete the ADM-24 application including promotional flier.*

All documents are available on the Community Use Section Website under **“Booster Club, PTA/PTO Managed, Fee-Based Classes, Clinics, Leagues and Youth Camps”**

Go To: www.fcps.edu
Search for **“Booster/PTA/PTO”**



**Booster Club,
PTA/PTO Managed,
Fee-Based Classes,
Clinics, Leagues,
and Youth Camps**

School booster clubs and PTA or PTO groups manage a variety of fee-based programs that benefit students such as after-school classes, clinics, and camps. Find out how to reserve space for your programs.

Snapshot of Website

Regulation and Notice 8424

Be sure to check back to review changes and updates to School Board [Regulation 8424](#). Information regarding School Board Notice 8424 is provided below. The Community Use Section provides informational meetings several times a year on Regulation and Notice 8424 to assist booster clubs and PTA/PTO. Please view the meeting dates list provided below.

[Overview of Regulation and Notice 8424](#)

Please review the following pdf on Understanding Regulation and Notice 8424 as it provides details from Regulation & Notice 8424, and how to complete the ADM-24 Application. It will assist you with understanding the process, and how to complete the application.

[Information meetings to assist booster clubs and PTA/PTO -](#)

These meetings occur several times a year assisting booster clubs and PTA/PTO members with understanding Regulation and Notice 8424.

Application Form ADM-24

Please review the following ADM-24 Checklist as it will assist booster club and PTA/PTO representatives in completing the ADM-24 form. The Application Form ADM-24 must be completed by managing organization, and approved **before** activity can begin. Form ADM-24A and ADM-24B need to be completed once the activity has ended if any employee is receiving pay. **Please Note: ADM-24B includes calculations that create problems in Google Chrome and when using Apple and handheld devices. Open using Internet Explorer or download from the web to your desktop, and open in Adobe Reader.**

[ADM-24 Checklist](#)

Assists booster club and PTA/PTO representatives in completing the ADM-24 form

Application Form ADM-24

[adm24](#)

APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES

[adm24a](#)

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

[ADM-24b School Support Organization Hourly Pay Reimbursement Worksheet](#)

ADM-24 b Worksheet for hourly employees supporting school support



Booster Club, PTA/PTO Managed, Fee-Based Classes, Clinics, Leagues, and Youth Camps

School booster clubs and PTA or PTO groups manage a variety of fee-based programs that benefit students such as after-school classes, clinics, and camps. Find out how to reserve space for your programs.

Approved Independent Contractors

Please check the Approved Independent Contractor list below for updates. If you are an independent contractor, and would like more information on how to become an approved independent contractor, please email us at fcpscommunityuse@fcps.edu.

[Approved Independent Contractor List -](#)

Please review the list regularly since updates occur often.

School Board Notice 8424

Please review Notice 8424 below. This Notice contains information relating to employee compensation, participant fee limit, and procedures for Booster/PTA/PTO reimbursement to FCPS.

Activities: July 1, 2017 - June 30, 2018 [Notice 8424](#) (Fiscal Year 2018)

Regulation 8424:

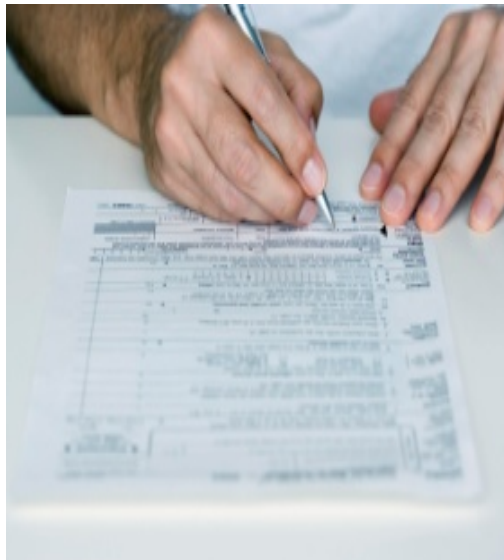
- Approved activities have priority from the end of the school day until 5:30pm & on weekends
- Student/Supervisor Ratio: shall not exceed 25:1
- Managing School Support Organization (Booster/ PTA/PTO) shall be fully responsible for controlling and managing the activity, including all accounting.
- Fees Collection Process:
 - If handled by **School Support Organization** - by direct payment in check/cash, or by online or automated registration and payment system
 - If handled by **Independent Contractor** - by online or automated registration payment system
- FCPS Adult & Community Education (ACE) FLEX & GLOBAL classes do not need to be submit an ADM24 because these programs are provided by FCPS Instructional Services Department.
- All student employees and counselors must be at least 16 years of age.
- Any Independent Contractor is subject to a yearly background check

Notice 8424:

- FCPS Employee paid as an Instructor: not to exceed Pay band 11
- Fees: not to exceed \$15 per hour + actual cost of supplies & materials

Application Process – What is due to the Community Use Section (CUS) BEFORE activity can be advertised?

- Application ADM-24- (**fill-able online, but ALL signatures are required**)
- Promotional Flier- (**must clearly identify the sponsoring organization**)
- Approved Room Request in the *CommunityUse* system



Submit by deadlines:

Fall – September 15

Winter – October 15

Spring – January 15

Summer – March 1

Applications received after the above dates may be accommodated if space is available.

Checklist for Completing Application for Booster Club, PTA and PTO Managed Fee-Based Camps, Classes, Clinics and Leagues

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, 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)

**APPLICATION FOR BOOSTER CLUB, PTA, OR PTO MANAGED
FEE-BASED CAMPS, CLASSES, CLINICS, AND LEAGUES**

Reset Button

Fee based activities (camps, classes, clinics, and leagues) with Fairfax County Public Schools (FCPS) paid employees complete pages 1-3; activities using volunteers or Independent Contractors complete page 1 only. 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.

Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

1. Name of Booster Club, PTA, or PTO _____
2. Name of Activity _____
3. Activity Date(s) _____ Number of Days _____ S M T W Thu F Sat.
Please Check All Activity Days
4. Daily Activity Times _____ Number of Hours per Day _____
5. School to Be Used _____ Location: (e.g., gym, cafeteria, classroom, fields) _____
6. Estimated Number of Students _____ Students Age or Grade _____
7. Total Cost Per Participant \$ _____ Supply Fee Included Yes No If Yes, supply cost \$ _____
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/sites/default/files/media/pdf/pta-boosterlist_0.pdf?
 Yes No
 If No, IC Must Contact CUS BEFORE Submitting ADM-24 For Approval.
12. If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.

 Insurance Company Name Coverage Limits

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. 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 flier to activity is attached.

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

 Phone Number E-Mail Date _____

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

 Phone Number E-Mail Date _____

APPROVED DISAPPROVED Comments: _____

 Principal or Designee Date _____

APPROVED DISAPPROVED Comments: _____

 Community Use Section Date _____

Completing the ADM-24...

When using an
Independent
Contractor **OR**
volunteers or an FCPS
employee who is NOT
receiving pay.



Process when activity is using an IC, Volunteers or FCPS employee not receiving pay.

Complete the ADM-24 - Page One ONLY.

- *Make sure you have filled out page one **completely***
- *Boosters/ PTA/PTO Representative, IC or Director Information, and Principal Signature are a **MUST***
- *Email or fax the **ADM-24 & promotional flier** to the CUS for **final approval***
- *CUS will email approved ADM-24 back to school & Boosters/ PTA/PTO persons.*



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; activities using volunteers or Independent Contractors complete page 1 only. 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.

Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

1. Name of Booster Club, PTA, or PTO Any Elementary School PTA
2. Name of Activity Chess Class/Club
3. Activity Date(s) Oct 3 - Dec 12, 2017 Number of Days 10 S M T W Thu F Sat.
Please Check All Activity Days
4. Daily Activity Times 4pm - 5pm Number of Hours per Day 1
5. School to Be Used Any Elementary School Location: (e.g., gym, cafeteria, classroom, fields) Cafeteria
6. Estimated Number of Students 25 Students Age or Grade 3-5 grade
7. Total Cost Per Participant \$ 180.00 Supply Fee Included Yes No If Yes, supply cost \$ 30.00
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. US Chess Center
11. If Using an IC, IC Appears on the Approved Vendor List at http://www.fcps.edu/sites/default/files/media/pdf/pta-boosterlist_0.pdf?
 Yes No
 If No, IC Must Contact CUS BEFORE Submitting ADM-24 For Approval.
12. If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.

Insurance Company Name _____

Coverage Limits _____

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. 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 flier to activity is attached.

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

Mary Smith
Signature

(703) 555-1212
Phone Number

marysmith@PTA.org
E-Mail

09/01/2017
Date

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

Joe Chess
Signature

(703) 555-2323
Phone Number

Joe@chesscenter.com
E-Mail

09/05/2017
Date

APPROVED DISAPPROVED
Mr Paul Principal
Principal or Designee

Comments:

09/07/2017
Date

APPROVED DISAPPROVED

Comments:

Community Use Section _____

Date _____

ADM-24
Sample-
Page
One

ANY Elementary School PTA Sponsored Fall 2017 Chess Club

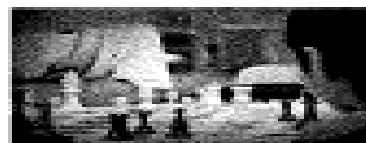


Chess club is taught by experienced CHES Club IC Chess players and educators using a curriculum developed by National Masters. Each weekly session is a mix of learning and play. Playing chess is a great way to develop a child's critical thinking skills, sportsmanship, and patience — all while having fun!



Chess Club Details:

- ⇒ All grades and skill levels welcome
- ⇒ All equipment provided
- ⇒ Dates: Club meets every Friday that school is in session starting 2/17 and ending 5/19
- ⇒ Time: 8:00am — 9:00am
- ⇒ Make-ups on 5/26 and 6/2 if needed
- ⇒ Tuition: \$166 for 12 weeks
- ⇒ Club meets in the band room



When Hiring an Independent Contractor (IC)

IC must be on the *Approved IC List*.

IC list is found on the Community Use website under Booster/PTA/PTO

If your IC is not listed, please call the CUS at 571-423-2340

Per Regulation 8424, ICs must provide the CUS proof of insurance and the IC employees working with students will go through FCPS Human Resources (HR) background check and fingerprinting process.

IC badges must be worn and visible while on FCPS properties.

PTA/PTO/Booster Approved Independent Contractors Per Regulation 8424

Screen shot of partial Approved Vendor List below – updated throughout the year.

Important! This list is for information only. FCPS does not endorse any of these independent contractors.

Vendor Name	Vendor Type	Address	Contact Name	Telephone Number	Contact Email	Web Address
5-6-7-8 Dance, LLC	Athletic Related	6301 Stevenson Avenue, #808 Alexandria, VA 22304	Martha Krabill	360- 821-9000	martha@5678danceclass.co	www.5678danceclass.com
A Class Act - Acting for Young Peo	Enrichment and Hobby Related	5506 Talon Court Fairfax, VA 22032-1736	Mary Lechter	703- 307-5332	mary@afyp.org	www.afyp.org
Abrakadoodle	Enrichment and Hobby Related	6309 Custis Parkway Falls Church, VA 22042	Susan Walia	703- 538-4278	swalia@abrakadoodle.com	www.abrakadoodle.com/
Absolute Training	Enrichment and Hobby Related	201 Hilltop Road NE Vienna, VA 22180	Susan Kenney	703- 319-0830	skenney201@gmail.com	www.myabsolutetraining.com
Academics and Music, LLC	Enrichment and Hobby Related	1114 Norlee Drive Silver Spring, MD 20902	Slavik Tsimura	267- 808-9853	slavik@academicsandmusic	www.academicsandmusic.com
Academy International	Athletic Related	3118 9th Road N Arlington, VA 22201	Martin Conquest	703- 816-0244	sports@academyinternatio	www.academyinternational.com
Acting Out! With Professor Toby	Enrichment and Hobby Related	15182 Stillfield Place Centreville, VA 20120-3818	Toby Chieffo-Reidway	703- 919-4441	tmc26@georgetown.edu	

When hiring an IC, using a
volunteer,
or an FCPS employee
NOT receiving pay...

No closing paperwork is required



Completing the ADM-24...

When using an FCPS employee
who is receiving pay
through FCPS payroll process.



Set a budget for the Class, Camp or Clinic

Discuss with employee the hours to be worked and the pay band they will paid.

Attachment B
Notice 8424
Effective 6/22/17

See Step One on Attachment B of Notice 8424.

Procedures for School Support Organizations Reimbursement Payment to FCPS Instructors (FCPS-paid employees) for Classes, Clinics, Leagues, and Camps

Step One:



The school support organization prepares budget to determine actual amount activity director, a bookkeeper, and/or instructors can be paid (not greater than hourly pay band 11).

Keep in mind that 7.65 percent for FICA needs to be added to the hourly band amount to determine true cost. The current fiscal year hourly pay bands for at-will employees should be used when determining payment (Attachment A).

Step Two:

Employee must be paid through the FCPS human resources information system (HRIS) MyTime. Time should be entered on a weekly basis.

The fund code to be used in MyTime is XXX-328-2001. The "xxx" represents the school code.

Step Three:

After the activity is completed, the school support organization representative totals all salaries for instructors using reports from the HRIS MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to www.fcps.edu, search for Booster/PTA/PTO.

Step Four:

The school support organization representative sends the completed Reimbursement Worksheet (ADM-24B) and check payable to FCPS:

FCPS Accounting Operations Section
8115 Gatehouse Road, Suite 4300
Falls Church, VA 22042-1203

AND

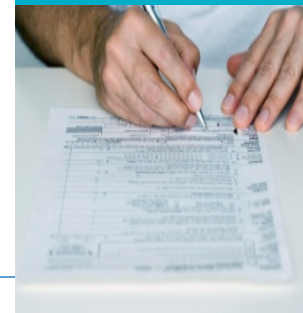
Financial statement (ADM-24A) and Reimbursement Worksheet (ADM-24B) sent to:

FCPS Community Use Section
8115 Gatehouse Road, Suite 3200
Falls Church, VA 22042-1203

AND

School Finance Technician

Process when hiring an FCPS employee...



Complete the ADM-24 - Pages One & Two

- *Make sure you have filled out the ADM-24 **completely***
- ***Page Three** is necessary when using Student Counselors or Guest Lecturers (primarily hired for summer camps)*
- *Boosters/ PTA/PTO Representative, Activity Director Information and Principal Signature are a **MUST***
- *Email or fax the **ADM-24 & promotional flier** to the CUS for **final approval***
- *CUS will email approved ADM-24 back to school & Boosters/ PTA/PTO persons*

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; activities using volunteers or Independent Contractors complete page 1 only. 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.

Financial documents (ADM-24A and ADM-24B), are required to be submitted to the Community Use Section (CUS), within four weeks of the close of each activity with FCPS paid employees.

1. Name of Booster Club, PTA, or PTO Any Elementary School PTA

2. Name of Activity Art Club

3. Activity Date(s) Oct 5 - Dec 14, 2017 Number of Days 10 S M T W Thu F Sat.
Please Check All Activity Days

4. Daily Activity Times 4pm -5pm Number of Hours per Day 1

5. School to Be Used Any Elementary Location: (e.g., gym, cafeteria, classroom, fields) POD A

6. Estimated Number of Students 12 Students Age or Grade 1 - 3 grades

7. Total Cost Per Participant \$ 200.00 Supply Fee Included Yes No If Yes, supply cost \$ 50.00

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/sites/default/files/media/pdf/pta-boosterli...>
 Yes No
 If No, IC Must Contact CUS BEFORE Submitting ADM-24 For Approval.

12. If Not Using an IC, Please Provide the Boosters, PTA, or PTO Insurance Company Name and Coverage Limits.

<u>PTA Insurance Consagpy</u>	<u>IM Gen Liability</u>
<small>Insurance Company Name</small>	<small>Coverage Limits</small>

ADM-24
Sample
Page
One

This activity has been approved by the Booster Club, PTA, or PTO and will be under the Booster Club, PTA, or PTO direction. 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 flier to activity is attached.

Mary Smith
Booster Club, PTA, or PTO Representative (please print)
(703) 555-1212 Phone Number
marysmith@PTA.org E-Mail

Susie Art Director
Camp, Clinic, Class Director, or Independent Contractor (please print)
(703) 555-4545 Phone Number
SusieArt@fcps.edu E-Mail

Mary Smith
Signature
09/01/2017 Date

Susie Art Director
Signature
09/03/2017 Date

APPROVED DISAPPROVED
Mr. Paul Principal
Principal or Designee
09/05/2017 Date

Comments: _____

APPROVED DISAPPROVED

Community Use Section
 _____ Date

Comments: _____

Sample - FCPS Paid Employee Flier



ART CLUB

ANY Elementary School PTA Sponsored

For students in grades 4-6

Fall is almost here so it's time to get your creativity on and join the ANY ES After-School Art Camp. By providing a variety of materials and techniques, each child will build self-confidence, problem solving skills and the ability to create one-of-a-kind art pieces that are as unique as they are.

We draw, we paint, and we sculpt. Everyone is encouraged to be creative, to experiment and to push the limits of their imagination in this open studio environment.

In addition to all the fantastic art, each class gives students the opportunity to develop new friendships and to spend time with other young artists.

When: TUESDAY's after school, October 13th – November 24th (6 weeks)

Time: Dismissal – 4:45

Location: ANY ES Art Room

Fee: \$85.00 per student (which includes art supplies)

Due to limited class size, students will be enrolled on a first come first served basis. Please fill out the form below and return it to the front office along with a check payable to ANY PTA.

ART CAMP REGISTRATION FORM

Students Name: _____

Grade: _____

Classroom Teacher: _____

Please contact _____ FCPS Teacher if you have any questions at Teacher@fcps.edu

Student assistant or other worker need to become an FCPS employee

Process for Hiring

- The Human Resources – Support Employment office can also provide employment packets.
571-423-3100.

Att B: Step by Step - Instructions for planning your class budget and closing your classes with FCPS paid employees.

**Attachment B
Notice 8424
Effective 6/22/17**

Procedures for School Support Organizations Reimbursement Payment to FCPS Instructors (FCPS-paid employees) for Classes, Clinics, Leagues, and Camps

Step One:

The school support organization prepares budget to determine actual amount activity director, a bookkeeper, and/or instructors can be paid (not greater than hourly pay band 11).

Keep in mind that 7.65 percent for FICA needs to be added to the hourly band amount to determine true cost. The current fiscal year hourly pay bands for at-will employees should be used when determining payment (Attachment A).

Step Two:

Employee must be paid through the FCPS human resources information system (HRIS) MyTime. Time should be entered on a weekly basis.

The fund code to be used in MyTime is XXX-328-2001. The "xxx" represents the school code.

Step Three:

After the activity is completed, the school support organization representative totals all salaries for instructors using reports from the HRIS MyTime and the Reimbursement Worksheet (ADM-24B) provided on the Community Use website. For more information, go to www.fcps.edu, search for Booster/PTA/PTO.

Step Four:

The school support organization representative sends the completed Reimbursement Worksheet (ADM-24B) and check payable to FCPS:

**FCPS Accounting Operations Section
8115 Gatehouse Road, Suite 4300
Falls Church, VA 22042-1203**

AND

Financial statement (ADM-24A) and Reimbursement Worksheet (ADM-24B) sent to:

**FCPS Community Use Section
8115 Gatehouse Road, Suite 3200
Falls Church, VA 22042-1203**

AND

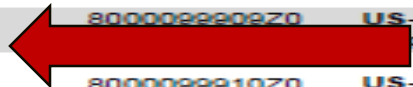
School Finance Technician

Pay-Scales for Calculating Projected Payroll Expense on ADM-24

FY 2018 HOURLY PAY BANDS FOR AT-WILL EMPLOYEES (School Support Organizations fee-based classes, clinics, leagues and youth summer camps)

FLSA-Nonexempt Level

Hourly Band	Rate	Position Key	Description
Hourly Band 1	\$10.67 (11.38)	8000099901Z0	US-02 Unskilled: seasonal/summer work
Hourly Band 2	\$11.93 (12.84)	8000099902Z0	US-03 and US-04 Routine work: student and hourly attendant
Hourly Band 3	\$13.43 (14.46)	8000099903Z0	US-05 through US-07 Entry-level, apprentice work: trades trainee
Hourly Band 4	\$15.12 (16.28)	8000099904Z0	US-08 through US-10 Entry-level administrative/semi-skilled work: office and entry-level technical assistant/mid-level trade trainee, hourly instructional assistant
Hourly Band 5	\$17.02 (18.32)	8000099905Z0	US-11 and US-12 Technical administrative/semi-skilled work: program assistant/advanced trade trainee
Hourly Band 6	\$19.92 (21.44)	8000099906Z0	US-13 and through US-15 Fully proficient administrative/skilled work: administrative assistant/ business technician trade worker
Hourly Band 7	\$21.56 (23.21)	8000099907Z0	US-16 through US-18 Lead/supervisory/paraprofessional work: trade/business supervisor/ interpreter/registrar
Hourly Band 8	\$24.70 (26.59)	8000099908Z0	US-19 Executive office administrative/trade supervisor work: executive administrative asst/ senior trade supervisor
Hourly Band 9	\$28.22 (30.38)	8000099909Z0	US-20 through US-23 Directors/entry-level specialist
Hourly Band 10	\$34.43 (37.06)	8000099910Z0	US-24 Advanced/expert professional work: specialist
Hourly Band 11	\$37.24 (40.09)	8000099911Z0	US-25 and US-26 Lead/supervisory/professional work: assistant principal/senior specialist/manager
Student Coach 1	\$7.25 (7.80)	8000099997Z0	Student Coach Positions Student assisting with a camp or clinic
Student Coach 2	\$8.60 (9.28)	8000099987Z0	Student assisting with a camp or clinic



(\$) - This figure includes the 7.65% FICA reimbursement requirement.

Employee receives hourly band amount for pay, but please use amount in parenthesis (\$) for budgeting & reimbursement purposes

Process when activity using FCPS employee is completed ...

Items below should be submitted with four weeks after the conclusion of the activity

To FCPS Financial Services: (Gatehouse #4300)

Reconciliation Worksheet (ADM-24B) with employee compensation calculations
Booster/PTA/PTO Reimbursement Check Payable to FCPS

To FCPS Community Use Section: (Gatehouse #3200)

Final Financial Statement (ADM-24A)
Reconciliation Worksheet (ADM-24B) with employee compensation calculations

To FCPS School Finance Technician:

Final Financial Statement (ADM-24A)
Reconciliation Worksheet (ADM-24B) with employee compensation calculations

Booster/PTA/PTO Managed Summer Camps

Additional Information Specific to Summer Camps

Prep for Summer 2020 Camps

- **VHSL rules regarding athletic camps:**
 - No camps involving rising 9th graders or above can occur from June 28 – July 4th (VHSL summer dead period).
 - No fall sport camps after July 27
 - Black out dates for other season camp sports involving rising 9th graders and above are August 3-13.
- **Dates:**
 - HS use – June 15* – August 7
 - MS/ES use – June 15* - August 7
 - No indoor camps July 3 due to holidays (outdoor use ok)

*June 15 is a contracted teacher workday for FCPS employees.

Director

- Prepares budget in consultation with school support group per Regulation and Notice 8424.
- Paid for actual hours worked up to 20 hours for planning and managing a program if approved by managing organization.
- Time involved with planning should be submitted prior to camp program week(s).
- A program is viewed as up to 60 hours of instructional time provided.
 - *Session = week (or a few days)*
 - *Program = entire camp (could be several sessions)*
- Relatives – director may not supervise family members.
(Regulation 4232)

Bookkeeper

- Paid for actual hours worked up to 20 hours for bookkeeping and administrative tasks, program if approved by managing organization.
- Cannot be a relative of director and related to anyone instructing in the camp.

Camp Employees

- Maximum compensation for all employees up to **band 11**.
- May receive compensation for actual hours worked up to one hour more than camp participants.
- Student employees and counselors – minimum 16 years of age.
- Certified Athletic Trainer (ATC) – is considered employee of camp and must be paid through the time and attendance process. ATC coverage is required at camps and clinics when game situations occur at “game speed”. The term “game speed” includes full team scrimmages and games.
- Time worked report through MyTime. Follow Notice 5620 regarding pay schedules.
- If non-FCPS employee, must become one. Human Resources can provide hiring packet. 571-423-3100
- Guest Speakers –can be paid higher than FCPS employees, are NOT paid through the time and attendance process. Guest Lecturer can not be an FCPS employee.

Process complete!

Questions regarding Regulation and Notice 8424 can be directed to the Community Use Section by phone 571-423-2340 or John Chapman at jtchapman@fcps.edu or by phone 571-423-2346