

# 2023-2024

## Workshop for PTA, PTO, PTSA, BOOSTER Afterschool Programs & Camps

**Five workshops** will all be held **virtually** 6:00pm- 7:00pm



- **Thursday, August 3<sup>rd</sup>**
- **Tuesday, August 15<sup>th</sup>**
- **Tuesday, August 22<sup>nd</sup>**
- **Wednesday, September 13<sup>th</sup>**
- **Thursday, October 19<sup>th</sup>**

This is an information meeting that is offered yearly to assist PTA, PTO, PTSA, BOOSTER volunteers responsible for managing 'fee based' after- school classes, clinics, leagues, or summer camps.

### **The presentation will include the following topics:**

- How to schedule programs and complete the ADM-24 form required to be completed and school approved
- How to manage Independent Contractors and scheduling program usage in FSDirect (FCPS Scheduling System)
- Independent Contractor employee background checks, OEC registration, and badge requirements
- How FCPS employees can work these activities and receive compensation
- Program fee guidelines, advertisement guidelines, oversight of the programs

To **REGISTER** to attend and receive the meeting link or for questions,  
please email FCPS Community Use at [FCPSCOMMUNITYUSE@FCPS.EDU](mailto:FCPSCOMMUNITYUSE@FCPS.EDU)  
FCPS Community Use (571) 423-2340