

FCPS Community Use Support Organization-PTA, PTO, PTSA, Boosters After-School/Summer Programming Process

Step 1: Principal Discussion with Support Organization*

The school's Principal will determine the scope of available space for after-school programs.

- Support Organization (PTA, PTO, PTSA and Boosters-3rd party Independent Contractors
- Indoor events are required to wear masks until further notice.
- Events are from last bell until 5:30pm or *before* school hours, Monday-Friday
- If the Principal approves the planned programming, then proceed to **Step 2**.

Step 2: Support Organization discussion with Program Operator

The school's Support Organization will discuss with the Program Operator, FCPS requirements to become an approved Program Operator, COVID guidelines, limited enrollments, outdoor only usage, and the school's space limitations.

- All Program Operators (Independent Contractor and volunteers) must be processed by FCPS Community Use and FCPS HR **prior** to scheduling programs
- FCPS HR background/fingerprint clearance completed of any employee that will be on FCPS grounds
 - All Independent Contractors must be a FCPS Community Use approved Independent Contractor
 - FCPS requirement to be listed on the Community Use approved list
 - Current Insurance Certificate
 - FCPS FS-188 form completed and accepted

FCPS HR background/fingerprint clearance must be completed on every employee that will be on FCPS grounds

After the Support Organization discusses requirements to the Program Operator and determines that the program can continue, the Support Organization can '**invite as a guest of the support organization**' the Program Operator or Independent Contractor to proceed to **Step 3**.

Step 3: Independent Contractor contacts FCPS Community Use to become FCPS 'ready' to provide programming

After receiving an invitation from a Support Organization representative (Principal approved) to hold the proposed after-school programs, the Program Operator or Independent Contractor will contact FCPS Community Use to become an **Approved Independent Contractor**. A response email will be sent to the Program Provider - **Independent Contractor Packet**. All packet requirements must be completed and verified before scheduling.

PTA, PTO, PTSA, Boosters (Support Organizations) can only enter into agreements for programming with the program provider (Independent Contractor, volunteer, or off-contract FCPS staff) ONLY after meeting the requirements by Community Use.

Step 4: Finalizing the Support Organization Program Schedules

- Support Organizations (*not* the Program Operator or Independent Contractor) will complete the **ADM-24** information forms. (pages 4-6)
 - Submit to Principal for approval and signature
 - Submit a copy of the **first page** of your ADM-24 and program advertisement flyer to Community Use *via email* to JTChapman@fcps.edu
 - Advertisement flyer must list the Support Organization as the sponsor of the program
 - Advertisement flyer can't state that the event is FCPS sponsored
 - Fees for participation can't exceed \$15.00/hour*
 - ADM-24b is *retained* by the hosting school for financial review
- Community Use will email the approved ADM-24, with signatures, to the host school
 - The host school will alert the Support Organization of the approval
 - **The host school will enter the program into FS Direct as a PTA event**
 - Title the event as: PTA-Name of Provider, for example, PTA-Overtime Athletics
 - Choose the space to be used, days and time of program

The ADM-24 form is a necessary documentation of the events that occur through Support Organizations. The information is valuable for the safety, equity, and accountability of the programs offered.

- **\$15/hour is under review. This amount might be increased after July 01, 2021**

Step 5: Support Organizations (PTA/PTO/PTSA/Booster) must provide oversight of the programs

The Support Organization must monitor the Program Operators that are contracted to provide programming by invitation from the Support Organization.

- Student attendance check in and monitoring
- Confirm that all persons providing the programming has been FCPS HR cleared with HR badges visible
- Contact the Principal if any breach of procedure or incidents occurs
- Create a plan for parent pick-up monitoring

Participating students cannot be unattended during the programs. The oversight obligation of the students attending the after-school support programming is through the Support Organization that invited the operating programs onto FCPS properties.



**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.
 - 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 _____

ADM-24 (2/20)

CAMP, CLASS, CLINIC, OR LEAGUE PROPOSED BUDGET*

(Activity)	(Location)	(Inclusive Dates for Session)
		Session _____ of _____ Session(s)

Booster Club, PTA, or PTO

ESTIMATED INCOME

Number of Campers	Fees Per Session	Total
_____	x _____	= \$ _____ 0.00
_____	x _____	= _____ 0.00
_____	x _____	= _____ 0.00
		Total Estimated Income \$ _____ 0.00

PROJECTED EXPENSES

Personnel (Counselors and Guest Lecturers listed on page 3)

Name	Title	Amount	Amount
		\$	Equipment (attach list) \$
			Supplies \$
			Turf Replacement Fund \$
			Printing \$
			Awards \$
			Postage \$
			Custodian (invoiced by CUS) \$
			Insurance \$
			Other \$
(please specify)			
Counselors (from page 3)		\$ _____ 0.00	
Lecturer(s) (from page 3)		\$ _____ 0.00	
Total Personnel Expenses		\$ _____ 0.00	Total Other Expenses \$ _____ 0.00
Total Expenses			\$ _____ 0.00
Projected Net Income			\$ _____ 0.00

Disposition of Net Income: _____

COPIES OF THE FINANCIAL DOCUMENTS (ADM-24A AND ADM-24B), ARE REQUIRED TO BE SUBMITTED TO THE COMMUNITY USE SECTION AND SCHOOL FINANCE TECHNICIAN WITHIN FOUR WEEKS OF THE CLOSE OF EACH SESSION WITH FCPS-PAID EMPLOYEES.



Office of Administration Services
Community Use of Facilities
8115 Gatehouse Road Suite 3200
Falls Church, Virginia 22042

PROJECTED COUNSELOR STAFF

(Counselors must be 16 years old or rising 11th graders)

PROJECTED GUEST LECTURER(S)

(may not be current FCPS employee)

STAYING SAFE AT EVENTS AND GATHERINGS COVID-19

Attending an Event or Gathering?

COVID-19 continues to circulate in our community and there is no way to ensure zero risk when attending events and gatherings. But there are three things to consider about the risk of getting COVID-19 at these events:

1

The more people you interact with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.

2

The closer you are to other people who may be infected, the greater your risk of getting sick. Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there is less ventilation.

3

The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 during a gathering.

If you are sick, were exposed to COVID-19, or had a positive COVID-19 test result within 14 days of the event or gathering, stay home and away from others.

Planning an Event or Gathering?

To help lower the risk of COVID-19 exposure and spread at gatherings and events, please follow the guidance below:

Staying Home when Appropriate

Staying home continues to be safest. However, if you decide to plan an event or gathering, take the following precautions:



- Designate someone to be responsible for responding to COVID-19 concerns.
- **Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed to (within 14 days) COVID-19.**

- Immediately separate attendees with COVID-19 symptoms (cough, fever, shortness of breath, etc.). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, call first to alert them that the person may have COVID-19.
- Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow public health guidance if symptoms develop.

Hand Hygiene and Respiratory Etiquette

- Encourage attendees to wash hands often and cover coughs and sneezes. If soap and water are not readily available, use hand sanitizer that contains at least 60 percent alcohol and rub hands until dry.
- Discourage attendees from exchanging handshakes, fist bumps, and high-fives.



Cloth Face Coverings

- Encourage attendees ahead of the event to bring and use cloth face coverings at the event. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face coverings are strongly encouraged in settings where individuals might raise their voice (e.g., shouting, chanting, singing).



www.fairfaxcounty.gov/health/novel-coronavirus

Fairfax County Health Department
703-246-2411, TTY 711



Signs and Messages

- Notify attendees and the public of restrictions in place to limit people's exposure to COVID-19.
- Include messages about behaviors that prevent spread of COVID-19 when communicating with attendees and vendors (such as on the event website and through event [social media accounts](#)).
- Prepare [signs](#) when possible that [promote everyday protective measures](#) and describe how to [slow the spread](#) of germs by [properly washing hands](#) and [properly wearing a cloth face covering](#).
- Find freely available print and digital resources about COVID-19 on [Fairfax County Health Department's coronavirus resources page](#) or the [CDC's communications resources page](#).



Shared Objects

- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect.
- Limit any sharing of food, tools, equipment, or supplies by attendees.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible and [clean and disinfect](#) them between use.



Need a COVID-19 test? Visit:
<https://www.fairfaxcounty.gov/health/novel-coronavirus/coronavirus-covid-19-testing>

Find additional information and considerations for events and gatherings at:
www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html

Protections for Those at Higher Risk

- As feasible, offer options for attendees at [higher risk for severe illness](#) that limit their exposure risk (e.g., virtual attendance).
- Consider limiting event attendance to people who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19.
- Rotate or stagger shifts and arrival times to limit the number of attendees in a venue at the same time.

Travel and Transit

- Encourage attendees to use transportation options that minimize close contact with others (e.g., walking or biking, driving or riding by car – alone or with household members only).

The risk of COVID-19 spreading at events & gatherings increases as follows:

- LOWEST RISK:** Virtual-only activities, events, and gatherings.
- MORE RISK:** Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- HIGHER RISK:** Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- HIGHEST RISK:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.