

BERNARDS TOWNSHIP SCHOOL DISTRICT
Request for Approval to Operate a Virtual Summer Camp
General Information

PROCEDURES FOR OPERATING
VIRTUAL SUMMER CAMPS

1. Approval process
 - Camp director(s) prepares Request to Operate a Virtual Summer Camp
 - Business Administrator will prepare a recommendation to approve the camp and submit request to the Superintendent of Schools
 - Camp director(s) will be notified of the Superintendent of Schools decision. The Waiver and Release Statements signed by every parent or guardian of the children participating in the camp must be sent to the Business Administrator prior to the camp start date. ***Failure to provide these documents will result in the automatic cancellation of the camp***

2. Camp brochure ***must include the following statement “This distance learning camp is privately owned and operated. It is not affiliated with, endorsed by, sponsored, supervised or controlled by the Bernards Township Board of Education. The Board of Education disclaims liability for damages of any kind related to the camp..”***

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Camp director(s): _____

Submission date: _____

Mission of camp: _____

Age group: _____

Number of camp participants per adult supervisor(s): _____

Camp dates: _____

Daily start time: _____

Daily dismissal time: _____

Fee per camper: _____

Include with this camp application:

- A copy of tentative daily camp schedule with room number or facilities noted and time of usage

Camp brochure (must include the following statement “This distance learning camp is privately owned and operated. It is not affiliated with, endorsed by, sponsored, supervised or controlled by the Bernards Township Board of Education. The Board of Education disclaims liability for damages of any kind related to the camp.”)

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Note: special needs/concerns about your camp: _____

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Check List

- Request for Approval to Operate a Virtual Summer Camp
- Camp Brochure to be reviewed by Superintendent of Schools
- Registration Form
- Required Fingerprint Clearance Letters

Business Office Use Only

- Summer Camp approved
- Flyer approved for District Friday Folder (may be sent home once)

Rod McLaughlin, Business Administrator

Date