

PTA/Booster/School Checklist for Completing Application for Booster Club or PTA Managed Fee-Based Camps, Classes, Clinics and Leagues (Regulation 8424)

Dear ADM-24 applicant and school personnel,

The following checklist has been developed to better assist the PTA and/or booster representative that is responsible for following Regulation and Notice 8424 and completing the application ADM-24 for fee-based activities. Please remember per Regulation 8424 that for FLEX classes offered by our own FCPS Adult and Community Education that only the building use application (ADM-20) needs to be completed and given to the school. As always – questions related to these activities and the application process can be answered by the Community Use Section 571-423-2340. Thank you.

Application ADM-24 (Only page 1 unless paying FCPS employees, then pages 2&3 also are needed.)

PTA/Booster Responsibility

- _____ Ensure all questions 1 through 12 have been answered, where applicable
- _____ Ensure #9 has insurance company name **and** amount of coverage
- _____ Ensure promotional flier is attached
- _____ PTA or Booster 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 PTA/Booster have completed all sections above
- _____ Principal or Designee approval and signature with date
- _____ Ensure that application and flier are approved by principal **and** Community Use Section **before** flier is sent home with students
- _____ Forward application and promotional flyer to:
Community Use
Gatehouse Admin Center – Suite 3400

The Community Use Section will process the application within 5 business days by sending an email with attached application to the PTA/Booster rep and the schools primary FSDirect contact responsible for building use.

PTA/Booster Responsibility AFTER activity is completed and ONLY IF employees paid by FCPS (Notice 8424)

- _____ ADM-24A (Final financial Statement)
- _____ Excel Spreadsheet (provided by community use section)
- _____ Copies of employee timesheets
- _____ Copy of FS-133 (school can provide) and copy of reimbursement check that went to FCPS accounting section