



PACE

POLICIES FOR ADVISORS AND COACHES
OF EXTRACURRICULAR



Educating All Students To Inspire Learning And To Protect Our Freedoms

Alpine School District Administrators, Coaches and Advisors,

I wish to congratulate you for being the type of person who has received a very important assignment as an administrator over extra-curricular activities, a coach, or an advisor at your school. You are doing a great service for the community, school, students and parents you work with and serve. Your assignment is critical to accomplishing the Alpine School District (ASD) “Vision for Learning” which includes knowledge, skills, and dispositions that will be a great benefit for the students entrusted to you.

In your role as a coach/advisor, the young men and women you work with will respect you, listen intently to you and trust you completely. You should do all you can to learn and teach correct, current and safe skills and techniques that will give your students the best chance to be competitive. What a great opportunity to build your students and instill confidence in them! The best coaches/advisors are able to create a learning environment that is challenging, honest, and positive.

In addition to joining the ASD team, many of you have also partnered with the Utah High School Activities Association (UHSAA) and will be responsible and accountable to abide by their rules. UHSAA “is committed to stressing educational and cultural values, improving the participation experience in activities, promoting life skills and lessons involved in competitive activities, fostering sportsmanship and mutual respect and assisting those who oversee high school sports and activities in UHSAA member high schools...[These activities are an essential part of the high school experience and go a long way to improving academic performance and producing better citizens.”

Thank you for promoting values that will be demonstrated and translated into real life settings. Your attitude and demeanor will rub off on your students so always act appropriately and set a positive example. Your treatment of your students will be remembered throughout their lives. In fact, you may be the reason one or more of your students become(s) a coach/advisor in future years.

I want to thank the PACE committee for the time and effort they have put in to provide an updated and revamped manual, formerly known as the STP packet. The PACE committee has been careful to reflect current State law and District policies, procedures and rules. If read and referenced regularly, this PACE booklet will be a tremendous help to you as one who is involved with extra-curricular activities. I hope you have a wonderful life changing experience!

Respectfully,

Samuel Y. Jarman
Superintendent of Schools

**PACE includes policies and procedures
for athletics and other extra-curricular activities in
Alpine School District.**

**It is the responsibility of the Principal to annually educate administrators,
athletic directors, advisors and coaches on all policies and procedures found
in PACE.**

**Coaches and advisors will acknowledge their training/education of PACE on
either their addenda form or the volunteer coaching form.**

The most updated version of PACE documents will be found online.

For questions about **PACE** contact:

Secondary Supervisors:

Rhonda Bromley (HS - Athletics) – rbromley@alpinedistrict.org

Tim Brantley (HS - Fine Arts) – tbrantley@alpinedistrict.org

Shane Farnsworth (Junior/Middle Schools) – sfarnsworth@alpinedistrict.org

District Athletic Director:

Mike May – mmay@alpinedistrict.org

ASD Athletic/Activity Mission Statement

The mission of Alpine School District

Athletics and Activities

*is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect, teamwork,
resiliency, skill development and a feeling of connection
with respective schools and community.*

PACE

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PACE

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PACE - Section 1

-Finances-

General Financial Information

Booster Clubs

Student Fees

Fundraising

Donations & Gifts

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respective schools and community.*

General Financial Information

It is not appropriate to purchase items for personal use with school money, even if the intent is to reimburse the school.

School Fees

1. It is the intent of ASD to provide full disclosure of all fees. Parents should know the full annual cost of an activity before their student participates. This should include all required fees and all optional fees for participating in extracurricular activities. Every effort should be made to keep the cost of participation as low as possible.
2. Board approved fees are subject to fee waiver. In addition, fees that are classified as “optional” but are required to participate, or fees that students feel compelled to pay by social pressure for team inclusion should also be subject to fee waiver.

Fee waivers will be granted with appropriate attention to student and family confidentiality.

3. All money collected from parents or students should go through the finance office. Students should be asked to bring their receipt as proof of payment. Coaches/Advisors should not collect/handle money.
4. The coach/advisor is responsible for ensuring that students have paid the applicable fees prior to participation.
5. The coach/advisor is responsible for monitoring the account of their program to ensure that the program is charging sufficient fees to cover the expenses.

Booster Clubs

1. Booster Clubs are organized to help promote, support and improve the extra-curricular activities of the school.
2. Booster Club leaders will be trained in all aspects of PACE and are expected to comply with District Policies and Procedures.
3. The Booster Club account will be housed at the school.
4. Booster Clubs should work in partnership with the coach/advisor when it comes to the specific needs of the team/organization.

**Alpine School District
2018-2019
High School Fee Schedule
10th, 11th, & 12th Grade**

(Fees Not To Exceed Printed Amounts)

Fees For All Students

Activity Fee	\$30.00
Instructional Materials	35.00
Deposit (Refundable)	15.00
Technology Fee (per student)	45.00
Locker Fee	2.00
Library Fee	2.00

Course Fees (dependent upon the courses taken by the individual student)

Art (per course)	\$25.00
AP Art (per semester)	25.00
Drafting	20.00
Drama	60.00
Drama Tech	10.00
Family & Consumer Science Lab	10.00
Music Instrumental Rental	70.00
Photography	15.00
Pro-Start	20.00
General P.E. (Per Semester for P.E.)	5.00
Lifetime Activity P.E. Fee	45.00
Science	15.00
Shop	15.00

Miscellaneous Fees

Schedule Change	\$5.00
Graphing Calculator Rental	20.00
Parking Sticker	5.00

East Shore High School Online Fees

Yearly Registration Fee (365 days access)	100.00
Digital Curriculum Unit (1/8 th Credit)	5.00
30-Day Renewal	5.00
Out-of-District - Additional	100.00
Online Drivers Education	45.00

Polaris High School

Flat Fee	\$150.00
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*If a 9th grade student is enrolled as a student in a high school they will be charged the high school fees.

*If a student is enrolled in a high school course they will pay the fees associated with that course.

Driver Education:

- Coursework(during school day)&Range/Road \$105.00
- Online Drivers Ed Course (\$45) & Range/Road (\$105)
total\$150.00
- Before/After School Course (\$45) Range/Road (\$105)
total \$150.00
- Summer: Coursework (\$45) Range/Road (\$105)
total \$150.00

Participation Fees

Extracurricular Sports – Per Activity (Athletic Trainers, Transportation, Officials)	\$100.00
Performing Groups – Per Activity (Adjudicators, Judges, Transportation)	50.00

Extra Curricular

Per Activity – <i>not to exceed</i>	\$900.00
Drill, Band - <i>not to exceed</i>	\$1,000.00

(Includes: Uniforms, Personal Equipment and Apparel. Does not include national competitions, trips, camps, or banquets.)

Policy No. 5146(f)

**Alpine School District
2018-2019
Junior High / Middle School Fee Schedule**

(Fees Not To Exceed Printed Amounts)

7th & 8th Grade Fees

Fees For All Students

Middle School/Junior High Activity Fee	\$15.00
Technology Fee (per student)	45.00
Locker Fee	2.00
Library Fee	2.00

Course Fees (dependent upon the courses taken by the individual student)

Art Lab Fee	\$10.00
Business Lab Fee / CTE Intro	4.00
Family & Consumer Science	5.00
Consumer & Health Science / CTE Intro	5.00
Industrial Tech Lab Fee / CTE Intro	4.00
Music Instrumental Rental	70.00
General P.E. (per semester for P.E.)	3.00
Science Lab (per semester)	5.00
Career & Technical Education / Tech Education Lab	6.00

Participation Fees

Track	\$25.00
Participation (extramural & intramural activities)	5.00

Miscellaneous Fees

Graphing Calculator Rental	\$20.00
Schedule Change	5.00

Other Fees

Clear Creek Summer Camp	\$230.00
Community Education (per hr of instruction)	3.50
Space Camp (over night)	40.00
Foreign Students I-20	20.00
Gifted & Talented Testing	20.00

9th Grade Fees

Fees For All Students

Activity Fee	\$15.00
Instructional Materials	35.00
Technology Fee (per student)	45.00
Locker Fee	2.00
Library Fee	2.00

Course Fees (dependent upon the courses taken by the individual student)

Art Lab Fee	\$15.00
Family & Consumer Science Lab	10.00
Music Instrumental Rental	70.00
General P.E. (per semester for P.E.)	3.00
P.E. Skills	20.00
Science Lab	10.00
Career & Technical Education / Tech Education Lab	10.00

Extra Curricular Activities

Performing Groups*(per student)	\$100.00
Participation Fee (Basketball)	100.00
Participation Fee (Track)	25.00
Practice Uniforms	20.00
Participation (extramural & intramural activities)	5.00

Miscellaneous Fees

Schedule Change	\$5.00
Graphing Calculator Rental	20.00

* If a 7th or 8th grade student participates in a 9th grade level performing group, they may be charged the 9th grade fee.

Policy No. 5146(f)

Fundraising Guidelines

1. Coaches and Advisors should follow **Board Policy 5148**, which provides guidelines for fundraising.
2. One school-wide fundraiser may be held each year and should be approved by the school Supervisor.
3. Extra-curricular athletic and activities are allowed to do two fundraisers per year.
4. There should be administrative approval in advance. This is done by completing the fundraising application and having it approved by the principal/administration. The approved fundraiser forms should be kept on file at the school.
5. As part of the application process, the organization will disclose what the funds will be used for and how the proceeds will be credited.
6. When cash is involved in fundraising, it is the responsibility of the coach/advisor to ensure proper controls are in place. Money should always be counted by more than one person. Activities involving ticket or product sales must be reconciled. A copy of these forms must be kept with the copy of the deposit slip. All cash should be deposited immediately into school accounts.
7. Fundraisers that involve providing labor are not subject to sales tax (car washes, walk-a-thons, etc.) The sale of coupon books is also not subject to sales tax because the tax is collected and charged at the time the coupon is redeemed. If funds raised are to pay additional salaries, the fundraiser is not sales tax exempt.
8. Fundraisers meeting the following conditions are not subject to sales tax:
 - A. The funds raised are used to purchase equipment, material or provide transportation.
 - B. The activity is in accordance with school and district policies and must be approved by a school administrator in advance.
 - C. Funds received must be deposited to an account that is controlled by the school.
9. If fee waivers are sought for activities where students are required to participate in fundraisers, all students will be expected to participate in group fundraisers to the same extent for fees to be waived. If the fee waiver student does not participate, the school is not obligated to waive the portion of the fee that would have been covered by the fundraising event. (USOE)
10. A student's grade or participation will not be affected by a student's ability or willingness to participate in the fundraiser.
11. A student can earn the money for their participation fees by doing fundraisers.
12. Raffles are illegal in the state of Utah and are, therefore, prohibited as a fundraising effort.
13. Students/athletes are not required to participate in fundraising efforts until they have been selected as a member of the team. Prior to try-outs, students that were on the team the previous year are considered team members for fundraising purposes, and can participate in fundraising efforts.



This form to be completed by the coach/advisor, authorized by the school administration, and to remain on file

FUNDRAISER APPLICATION

School:	Account Name:	Date:
Organization:	Name of Supervising Advisor/Coach Completing This Form	

Fundraising is limited to two department or extra-curricular program fundraisers per year. Please submit a separate application for each proposed activity. Please indicate for this school year.

- This is the **FIRST**
 This is the **SECOND**
 This is the **THIRD**
 This is the **FOURTH**

Describe Proposed Fundraising Activity

	Beginning & Ending Dates _____ to _____
	Estimated Revenue: \$ _____

What are the funds to be used for?

<input type="checkbox"/> Camps & Clinics <input type="checkbox"/> Uniforms <input type="checkbox"/> Equipment <input type="checkbox"/> Entry Fees	<input type="checkbox"/> Transportation <input type="checkbox"/> Tours & Travel <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____
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Earnings Credited

Students will not be credited individually. Earnings to be credited to School Group/Team/Organization to lower the cost to all students.

I understand _____ (Signed Coach/Advisor) _____ (Date)

Method of Collecting Money

<input type="checkbox"/> Cash Box @ Gate/Event <input type="checkbox"/> Student to collect money <input type="checkbox"/> School Student Finance/Receipt Office	<input type="checkbox"/> Myschoolfees.com <input type="checkbox"/> Other: _____
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Type of Fundraiser

Fundraisers can involve ticket, coupon, product sales, service sales or auctions. Each will require a different reconciliation form to be used. Listed below is a brief description of each type of sale and reconciliation necessary. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

- Ticket Sales:** Any time tickets are used; they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event, the ticket sales reconciliation form should be used.
- Coupon Sales:** If the coupons or coupon books sold are numbered, the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued.



- Product Sales:** Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used. All products should be taxed.
- Service Sales:** Service sales involve providing labor effort only. Examples are car washes, lawn care, and waiter services, etc. The service sales reconciliation form should be used in these instances.
- Auction Sales:** Auctions are often held in conjunction with a banquet. Banquet and auction expenses must be kept separate. It is the sponsor’s responsibility to follow district guidelines for conducting auctions and other sales activities that may occur at the same time. The auction reconciliation form should be used.
- Other:** _____

Checklist: The following items must be checked off following discussion between the head coach/head advisor seeking fundraising approval and the principal or designee.

- No student rewards or prizes may be offered unless specifically authorized by the principal and elementary or secondary director. Any prize or reward given must be of nominal value as not to be considered compensation by the IRS.
- Student’s grades or citizenship standing shall not be affected by a student’s ability or willingness to participate in the fundraiser.
- A student’s participation or lack thereof in the fundraising effort shall not affect his/her belonging to the team/group. Teams should not fundraise until the team is selected.
- Sales quotas for students may not be a part of any fundraising effort.
Students shall not be required to pay for any unsold items that are returned to the school.
- For individual student fundraisers, students must be given the opportunity to directly pay the costs that are assessed to them instead of fundraising.
- Students may not be assessed fees in excess of the Board approved fee schedule.
- The parents/guardians of elementary students must give permission for their students to participate.
- Raffles are illegal in Utah (**Criminal Code 76-10-1101, 76-10-1102**) and are, therefore, prohibited as a fundraising effort.
- Door-to-door sales are discouraged, however, students may solicit door-to-door in the school attendance area.
- Show evidence of parental notification and support of proposed fundraiser. _____

- Reconciliations:** At the end of each fundraiser, a reconciliation form must be completed and sent to the school administrator to be reviewed and attached to the fundraiser request form.
- Administrative Approval:** I understand that all fundraisers (including booster and parent groups) must have administrative approval before the fundraiser is initiated.

Employee Signature _____

Date _____

Administration Signature _____

Approved Denied

Donations and Fundraisers

Donations are defined as a voluntary gift or contribution. These “unsolicited” gifts/donations are receipted into Fund 25 and managed through the Foundation. The following are examples of donations:

- non-requested donations to a teacher, classroom or school
- money given to a school on behalf of an employee match program sponsored by a company
- a community fundraiser, (i.e. Operation smile, Sub for Santa or Penny Wars)
- In-kind and unsolicited donations or donations to a program, such as a parent donating to a sports program, would also be managed through the Foundation.
- Any donations solicited directly by the Foundation would be managed through the Foundation.

A Fundraiser is defined as the legitimate process of collecting money by soliciting or requesting donations from individuals and businesses. Income from fundraisers originated at the school are to be receipted into Fund 21 and managed at the school level.

- Proceeds from a school fundraiser in which the PACE form is filled out and approved by the administration at the school would be deposited into a school account.
- Rebates from companies would be deposited into a school account: i.e. Kroger Earn and Learn, Boxtops for Education, Amazon Associates and/or Amazon Smile.
- Sponsorships would also be considered a fundraiser because companies or individuals receive advertising (a banner, an advertisement in a program, etc.) in return for their gift.
- Grants solicited and applied for by the teacher or school, (i.e. 100% for Kids.)
- Grade-level donations requested by the school would be deposited into a school account.

All funds and materials donated/fundraised become property of the District and are managed by District administration, and are not to be used or removed without express permission.

Donations given to the Foundation cannot be directed to individual students, vendor’s brand name goods or services. Donations can be directed to a specific classroom, program, or purpose. A donor relinquishes control of funds upon receipt unless expressly specified. The Foundation will use the donations in accordance with the donors’ instructions as long as the instructions comply with the District policy, procedures and mission.

Funds raised for additional coaches or classroom aides may be used to pay for a specific position (assistant coach or aide) paid through payroll, but not designated for hiring a specific individual (John Doe). Funds raised or donated for additional coaches or classroom aides may be diverted to a greater need in the program, if identified by the principal and head coach. The District

strongly discourages fundraising or donations for any type of ongoing salary because of the temporary nature of donated funds.

Donations and construction projects will be in compliance with Rule 63G regarding the procurement code, state law and Board rules regarding construction and improvements, IRS regulations and tax deductible directives, and in compliance with Title IX.

Outside groups or donors cannot purchase items to circumvent District purchasing procedures or Utah State Purchasing Code. For example a donor cannot:

- Directly pay a vendor for items purchased for a program.
- Purchase helmets, uniforms, other equipment, etc. directly from a vendor to avoid undertaking a competitive bid process;
- Fund construction projects or field improvements (turf) by paying the vendor directly.

In-kind donations need to meet District code and standards (building code and educational standards).



575 NORTH 100 EAST AMERICAN FORK, UTAH 84003 (801) 610-8470
Fax Number: (801) 610-8516

MEMORANDUM

To: ASD Administrators and Financial Secretaries
From: Rob Smith and John Patten
Date: August 3, 2018
Subject: Clarifications regarding fundraising through crowdfunding companies

This memo provides updates to and supersedes two prior communications regarding fundraising:

- A memo from Business Services to principals and financial secretaries dated July 6, 2016 interpreting district policy and recommending best practices.
- An email from John Patten to all administrators dated August 30, 2016 specifying criteria by which a teacher may participate in the Chevron Fuel Your School grant program through DonorsChoose.org.

The prior communications particularly addressed what we then termed “third-party fundraising.” This term was not entirely accurate, as many fundraising partners fall under that term. Rather, we are addressing appropriate use of what is known as “crowdfunding” companies. Several of you have since raised great questions that have given us the opportunity to further refine our practices (see below). Supervisors are happy to answer further questions you may have.

1. What exactly is a crowdfunding company?

Crowdfunding companies solicit donations on behalf of an individual or group through social media and email (examples include Donors Choose, Go Fund Me, Snap-Raise, Booster, Rally Round, and numerous others).

2. Can teachers raise funds using crowdfunding companies?

Donor’s Choose is the only approved crowdfunding company and can be used as long as the fundraiser complies with district policy and procedures 5148 and follows the guidelines below. Many reputable companies select Donor’s Choose to run matching grants for classrooms. Because Donor’s Choose is recognized as an IRS 501(c)(3), all donations are tax deductible. Donor’s Choose, therefore, may be used as part of the Chevron Fuel Your School grant program, or at other times as well. Criteria include:

- a. The principal must approve each project, consistent with Policy 5148, Section 1.1.3.3: "Prior to being instituted, all fund-raising projects shall have the expressed consent of the principal." Principals should approve not only the fundraising concept, but the text and content of any online grant or other public communication about the grant or fundraiser. Principals should be sensitive about solicitations that portray the school, the students, or families in a negative light.

Samuel Y. Jarman, Superintendent
John C. Burton, President; JoDee C. Sundberg, Vice-President
S. Scott Carlson, Mark J. Clement, Wendy K. Hart, Paula H. Hill, Sara M. Hacken

- b. No school funds shall be expended on the project through the crowdfunding company. This includes checks or purchase card transactions from any school or district account (supply accounts, legislative, Foundation, etc.)
- c. When initiating a project, teachers acknowledge that using their position as educators to solicit funds means that all proceeds, supplies, and equipment become property of Alpine District.
- d. Regarding technology grants or donations, approval must be received before soliciting funds or publishing grants. This is done through initiating a School Technology Approval Form (<http://bit.do/tech-approval>) and applies to any hardware that connects to the school network or any software. This process includes purchases, grants that award money for tech purchases, or grants that award the technology devices or software directly, including Donor's Choose. It ensures that promises and expectations made through grants can be accomplished within Alpine's technology infrastructure.
- e. Because projects bring resources into a school, the items purchased must remain at the school if a teacher moves to another school or resigns/retires.

3. If a teacher (or groups of teachers) uses Donor’s Choose as part of a grant (i.e. Chevron Fuel Your School), does it count as the “one major fundraiser” for the year?

No. Since a teacher grant typically supplies funds for a single classroom (or small group of rooms), the fundraiser does not affect more than 50% of students. Donor’s Choose accommodates fundraising by individuals, not a school, and cannot be used for the school’s annual fundraiser.

4. A crowdfunding company requires almost no work from us, reaches a much larger audience than we can using traditional fundraising methods, and delivers an impressive return. So, what are the possible conflicts with district policy and potential risks?

Some crowdfunding companies provide trusted name recognition, wide exposure, and at times great results. Financial controls and procurement laws for schools, however, pose possible drawbacks for parents and schools:

- Donations to crowdfunding sources are not always tax deductible. Some parents have made donations through a crowdfunding company, then have asked the Alpine Foundation to issue them a receipt to claim the donation as a tax write-off only to be disappointed to learn that their donation went to a for-profit company, and is therefore not tax deductible.
- Individuals who initiate a campaign may be required to claim the earnings as personal income. In order to start a campaign, an employer identification number (EIN) or personal social security number is needed. Some individuals have used a social security number to start campaigns, increasing the risk of personal tax liability.
- Because receipts and expenditures are not recorded on district software, there is no way for us to track the activity of the account.
- Some fundraisers are set up so that technology or other items become personal property of the teacher. This prohibits technology from being used within the functionality of the school network, from being supported or managed through the technology department, or from ever being used by a student.
- Some crowdfunding companies charge a high overhead (between 23-36%).

5. If parents want to organize a fundraiser (through the PTA, a booster club, or as individuals), is it appropriate for them to use a crowdfunding company?

We discourage it for reasons stated above. Fundraising by parent groups should comply with applicable policies and should not obligate the club or school without prior approval from the school administrator.

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PACE - Section 2

-Purchasing-

General Purchasing Purchase Cards

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

Purchasing Guidelines

Policies for District/School purchases are listed below. All funds, regardless of the source, are considered public funds and District purchasing guidelines must be followed to ensure compliance with Utah State procurement code.

Bid Thresholds

The District's procurement policy shall be followed for all qualifying purchases of goods or services.

1. No bid is required if the total of the transaction is under \$5,000 **and** no single item is over \$1,000 (Utah Code 63G-6a-506, Administrative Code R33-3-104).
2. Two bids are required if any single item purchased is over \$1,000.
3. Any purchase equal to or above \$5,000 requires two bids for every item regardless of their individual cost (complete the Bid Authorization Form prior to making the purchase).
4. Any purchase over \$10,000 must be initiated with an RTB in alio and processed by the Purchasing Department.
5. Purchases of \$50,000 and above must be initiated with an RTB in alio and processed by the Purchasing Department with a formal bid.

The Bid Authorization Form can be found on the District website under the Purchasing Department or in the Appendix of the Accounting Handbook (available on Google Drive for all employees). A copy of the completed Bid Authorization Form must be included with the transaction substantiation (p-card receipt or invoice).

Purchase Approval Requirements

Purchases must have prior approvals:

1. Purchase Cards should use the following approval methods:
 - a. Secondary schools must complete the budget process and have budgets approved by the principal/designee before purchases are considered approved.
 - i. Once budgets are approved, teachers/department heads may spend within the parameters of the approved budgets.
 - ii. Exceptions to the approved budget need written approval from the principal/designee before purchases are made.
 - iii. If a purchase would exceed the budget, additional approval, in writing, by the principal/designee must be received before purchases are made.
2. Request to Buy Transactions, Direct Payment Requests, and Warehouse Orders are approved through the District's electronic approval chains in alio.

Purchase Card Purchases

1. All purchases must follow State & District purchasing guidelines & bid thresholds
2. P-Card limits are set per individual card and determined by the Site Administrator.
3. P-Cards can be used for purchases up to, but not exceeding \$9,999.
4. Capital assets should not be purchased on a p-card. Refer to the Accounting Handbook for the definition of a capital asset.

Acceptable and Unacceptable Purchase Card Uses

Examples of acceptable uses:

- Supplies & materials, contract services, etc.
- Meals purchased for traveling student groups - employees must follow District travel guidelines

Examples of unacceptable uses:

- Any item exceeding your budget or card limit
- Any merchant, product or service reasonably considered an inappropriate use of public funds
- ATM machines / Cash Advances / Cash cards
- Fuel: In-state purchases of fuel for vehicles and equipment (Fuelman cards should be used for fuel)
 - **Exception** - rental car fuel or when authorized by administration to drive school equipment (e.g. to fuel a truck used to pull a marching band trailer).
- Gift cards (Please reference Employee Gifts and Awards Guidelines and Student Gifts and Awards Guidelines in the Accounting Handbook)
 - All gift cards must be approved and purchased by the Front Office (i.e. school admin, admin secretary, or the finance secretary)
- Meals covered by per diem - travel reimbursement (employee meals)
- Unauthorized travel
- Utah Sales Tax
- Personal purchases

It is against District policy and unlawful under Utah Code 63G-6a-408 to split purchases to avoid bid thresholds or bypass individual card limits.

Contracts

Only the Business Administrator, in coordination with Purchasing and the School Supervisor, is authorized to enter in and sign any type of contract involving incentives or rewards based upon past purchases. It is unlawful under Utah Code 63G-6a-2404 to accept gifts, food, clothing or payments from vendors or potential vendors in excess of \$10 at any one time or \$50 total during a single calendar year.

Contact the Purchasing Department for directions on how to use the current State contracts for athletic equipment and uniforms.

Emoluments

It is unlawful for an employee engaging in obtaining a procurement item to ask, receive, offer to receive, accept, or ask for a promise to receive, an emolument, gratuity, contribution, loan, or reward for the employee’s own use or benefit.

Employee Travel Guidelines

Please refer to the Travel Authorization Form and Guidelines in the Accounting Handbook.

PACE - Section 3

-Travel-

ASD Travel Guidelines
Student Transportation
Out of State Trips

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

ASD Travel Guidelines

1. All travel in ASD should follow **Policy 5150** along with **Procedures/Rules and Regulations 5150**.
2. Transportation will be provided by the school/district for all sponsored activities. Students will not transport themselves to district sponsored activities. Parents may transport their own child to or from an event or activity and will coordinate with school officials. Coaches may require student-athletes to ride with the team.
3. Coaches and Advisors have options for transportation besides using a school bus. Details and guidelines for those options are found in ***Student Transportations for School Sponsored Activities***. A reminder that when renting a vehicle for student transportation, the vehicle should hold no more than 8 people. Suburbans or mini-vans are appropriate for student travel as per the guideline.
4. When renting a vehicle to use for student travel as per the guideline, insurance is covered when using State Travel. If you choose to work directly with Enterprise, Hertz or National, make sure you include the insurance option.
5. Most rental vehicles need to have a purchase card with the person's name on it rather than a card checked out from the finance office. If a coach/advisor does not have a purchase card, you may need to pay with your personal card and request a reimbursement. Please follow proper reimbursement procedures.
6. Out of State Trips should follow the guidelines found in **Policy 5150**. A few reminders:
 - A. Applications should be turned in to the District Administration Office 90 days prior to the trip. All out of state trips require Board Approval. Maximum of two trips per year.
 - B. There should be a minimum of 1 chaperone for up to 10 male students and 1 chaperone for up to 10 female students. (Example: If there are 23 female students and 3 male students going on the trip, there should be 3 female chaperones and 1 male chaperone.)
 - C. If the trip conflicts with the UHSAA moratorium, the application should include the UHSAA Moratorium Adjustment Form.
 - D. As per Board Policy, a group should not miss more than three days of school per term.
 - E. There should be a minimum of 80% parent approval for any out of state trip.
 - F. Any chaperone/supervisor must have a current background check prior to the trip.
 - G. Male and female students should be housed separately on out of state trips with appropriate chaperones.
 - H. Often, travel agencies will offer complimentary tickets and passes. The cost of the free tickets should be worked into the bid to reduce the overall cost of the tickets.
 - I. Out of State travel is limited to the group only, not support groups. (Cheerleaders, SC, etc.)
 - J. Money paid for trips will go through the finance office (not directly to outside companies).
 - K. Money will not be collected until the Board of Education has officially approved the trip.
7. Overnight trips within the state of Utah:

- A. Trips within the state of Utah are approved by the school principal.
 - B. Out of State Trip Guidelines apply to in state overnight trips.
 - C. Students are not to remain overnight if it is practical to return home.
8. Family Members accompanying coaches/advisors on out of state trips:
- A. Coaches/Advisors are expected to accompany their group and therefore should not bear the financial burden of paying for their associated trip expense. If you choose to bring a family member on a trip, the advisor/coach must pay for any expense related to that family member.
 - B. Coaches/Advisors should not use any money raised by student fundraisers, travel agency vouchers, amusement park incentives or other means to obtain a partial or entire free trip for a family member.

A.S.D.

STUDENT TRANSPORTATION for SCHOOL SPONSORED ACTIVITIES

General Provisions for Student Transportation: (reference policy & procedures 5150 #6.0)

1. All ground transportation shall be by District school buses or approved insured commercial transportation unless the superintendent or designee approves an exception. All ground transportation by other means shall meet the criteria outlined in this section. (See preferred carrier listing on Risk Management website) ASD Policy 2.1.5
2. Rental vehicles may NOT exceed a capacity of more than eight (8) passengers including driver. All occupants in vehicles equipped with seat belts must wear seat belts at all times.
3. Rented Vehicles shall be made through State Travel (801-538-3350; statetravel@utah.gov). The contracted rates include \$1,000,000 full liability coverage per occurrence, full collision damage waiver, unlimited mileage, and no charge for one additional driver (minimum driver age is 21). There is no booking/service fee for a car only reservation.
4. District Policy will not allow use of a private vehicle for any student transportation school sponsored activity.

Automobile Rental Coverage

This endorsement modifies such coverage as is afforded by the provisions of the policy relating to the following coverage:

Automobile Liability Coverage:

A \$10,000 deductible applies to any occurrence involving a rental motor vehicle not rented using a statetravel@utah.gov contract developed by the Utah State Division of Purchasing, except where the insured can demonstrate that a reasonable attempt was made to use such contract, but no motor vehicle was available to the insured under such contract:

1. At the time needed;
2. At the place needed; or
3. Of the type needed.

Specifics to Automobile Rental Coverage Required.

To protect the employee when renting a automobile, additional protection products shall be purchased to ensure liability to the district and employees and agents are covered.

1. Supplemental Liability Protection Coverage.
2. Damage Waiver Coverage
3. Personal Accident Insurance

Providing Own Transportation to Classes and/or School Activities

1. Under no circumstances shall students be officially authorized, required, or in any way encouraged to drive other students to school classes or activities. No student shall be authorized to act as an agent driver for Alpine School District.
2. Under no circumstances should teachers, counselors, coaches or any other representative of the school district attempt to mandate car pools or other groups that may imply that the student driver is an agent of the district.

Use of Adult Volunteers to Transport Students

Adult volunteer transporting students in a rental vehicle must meet the following criteria:

1. Be at least twenty-one (21) years of age.
2. Pass the defensive driving test on the Division of Risk Management website (www.risk.utah.gov).
3. Provide school administration with copy of test results and a copy of valid driver's license.
4. Be approved as a volunteer by a school administrator.
5. Successfully pass criminal background check if they will be transporting students in a rented vehicle without district employee present.
6. Rental vehicle shall be made through State Travel (801-538-3350; statetravel@utah.gov).
7. Have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation.
8. Have not had more than two (2) moving violations in the last twelve (12) months.

Use of District Employees to Transport Students

A District employee transporting students in a rental vehicle must meet the following criteria:

1. Be at least twenty-one (21) years of age.
2. Pass the defensive driving test on the Division of Risk Management website (www.risk.utah.gov).
3. Provide school administrator with copy of test results and a copy of a valid driver's license.
4. Must have and show proof of liability insurance coverage
5. Rental vehicle shall be made through State Travel (801-538-3350; statetravel@utah.gov).
6. Have not had a conviction in the past ten (10) years for an alcohol/drug related driving violation.
7. Have not had more than two (2) moving violations in the last twelve (12) months.

* District employees who provide transportation for students in a rental vehicle from school to approved school events, including field trips and extracurricular activities must complete the Student-Transportation Record for School Activities form.

* Parents must give prior informed consent for students to be transported by a district employee.

* Please use the correct forms when a student is being transported in any vehicle other than a bus.

TRANSPORTATION RECORD FOR STUDENT ACTIVITIES
ALPINE SCHOOL DISTRICT EMPLOYEES

SCHOOL

DATE EVENT DESTINATION

NAME OF DRIVER

HOME ADDRESS CITY STATE ZIP

DRIVER'S LICENSE NUMBER EXPIRATION DATE

PERSONAL INSURANCE COMPANY

POLICY NUMBER

EFFECTIVE DATES

With prior approval of the school principal, a **District Employee** may provide transportation for students in a rented vehicle from school to approved events long as:

- Rental vehicle must be made through State Travel (801-538-3350; statetravel@utah.gov).
- Each driver must pass the Defensive Driving Test on the Division of Risk Management website: (www.risk.utah.gov)
- Each driver must **provide a copy** of valid driver's license and proof of insurance to their site supervisor.
- Each driver must NOT have been convicted in the past ten years for an alcohol/drug related driving violation.
- Each driver must NOT have more than two moving violations in the last twelve months.

SIGNATURE OF DRIVER DATE

SIGNATURE OF PRINCIPAL DATE

TRANSPORTATION RECORD FOR STUDENT ACTIVITIES

ALPINE SCHOOL DISTRICT VOLUNTEER

SECTION SHOULD BE FILLED OUT BY VOLUNTEER

SCHOOL

DATE EVENT DESTINATION

NAME OF DRIVER

HOME ADDRESS CITY STATE ZIP

DRIVER'S LICENSE NUMBER EXPIRATION DATE

PERSONAL INSURANCE COMPANY

POLICY NUMBER

EFFECTIVE DATES

Checklist

- I am at least twenty-one (21) years old.
- I have passed the State of Utah Defensive Driving Test on the Division of Risk Management website.
- I have personal liability insurance.
- I have a valid driver's license.
- I have been approved as a volunteer by a school administrator.
- I successfully passed a criminal background check if I will be transporting students in a vehicle without a District employee present.
- I have **not** been convicted for an alcohol/drug related violation in the past ten years.
- I have **not** had more than two moving violations in the last twelve months.

SIGNATURE OF DRIVER DATE

Section Two (2) of this form must be completed by a school administrator prior to transporting any district students

TRANSPORTATION RECORD FOR STUDENT ACTIVITIES

ALPINE SCHOOL DISTRICT VOLUNTEER

SECTION Two (2)

Signature of School Administrator

To be completed by school administration

I have reviewed this Student Transportation Record and acknowledge that I accept the named volunteer as a school volunteer pursuant to Utah Code Annotated 67-20-04. I have been provided a copy of the named volunteer's driver's license and results of defensive driving test. The named volunteer has successfully passed a background check if the volunteer will be transporting students in a vehicle without a District employee present.

Signature of School Administrator

Date

- The principal should keep one copy on file in the school until the end of the school year.

STUDENT PASSENGER CONSENT IN A RENTAL VEHICLE

ALPINE SCHOOL DISTRICT

With prior approval of the school principal, a rental vehicle may be used to transport a student to a school related activity. The following requirements apply for authorized use of private or rental vehicles.

1. Drivers may be a coach, advisor, instructor, parent, guardian or other adult twenty-one (21) years of age or older.
2. Drivers must have a valid Utah driver’s license and passed the defensive driving test on the Division of Risk Management website (www.risk.utah.gov).
3. Drivers may not transport students if they have had a conviction in the past ten years for an alcohol/drug related driving violation.
4. Drivers may not transport students if they have had more than two moving violations in the last twelve months.
5. Drivers who are District volunteers must have been successfully completed a criminal background check if they will be transporting students with a District employee in the vehicle.
6. Rental vehicles must have full auto liability obtained through State Travel (801-538-3350; statetravel@utah.gov).
7. Drivers must confirm they will not be using a vehicle with more than (8) passenger seats and seatbelts including the driver.
8. REMEMBER – the driver and all passengers must wear a seat belt. IT’S THE LAW!
9. Parent/guardian must give prior consent for his/her student to be transported by an adult driver in a rental vehicle to a school-related activity.

SCHOOL

DATE EVENT DESTINATION

NAME OF DRIVER

PARENT/GUARDIAN: I give my permission for my student

to be transported by an adult driver to an approved school related activity as noted above.

Parent/Guardian Signature Date

ALPINE SCHOOL DISTRICT						
APPLICATION FOR STUDENT TRAVEL (IN-STATE & OUT-OF-STATE)						
Name of School:						
Group Requesting Trip:						
Faculty Member in Charge:						
Destination:						
Objective of the Trip:						
Dates of Trip:		Departure Date:			Return Date:	
Number of School Days to be Missed:		(NOT to exceed 3)				
Number of Students in Group		F:		M:		Total:
Number of Adult Supervisors*		F:		M:		Total:
						(minimum ratio 1:10)
Has this group been on a trip this school year?		Dates:		Term:		Number of Days Missed:
Does trip conflict with moratorium dates?		Y	N	If yes, attach UHSAA Moratorium Adjustment Form		
Did you send & receive parent consent for each participant? Y N						
Estimated Cost Per Student:		\$				
Less Amount Per Student from Fundraiser:		- \$				
Estimated Maximum Cost Per Student:		= \$				(total student out-of-pocket)
Itinerary, transportation, and lodging plans are described in detail on attached forms. Y N						

PARENT MEETING TO DISCUSS TRIP PLANS

(Refer to [Policy #5150, Procedure 2.2.4](#))

(To be completed by principal after parent meeting is held)

Number of Parents Approving the Trip:		ONLY ONE VOTE PER STUDENT IS ALLOWED. If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.
Number of Parents Opposing the Trip:		
Total Number of Students in Group:		
Approval %		Number of Approved Votes ÷ Number of Students in Group = Approval %

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if your group includes 20 students—12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). [Policy 5150, 1.5](#)

Faculty Advisor initial _____

SUBMIT WITHIN 10 DAYS OF RETURN FROM TRIP

PROPOSED/ACTUAL EXPENSES

Organization:			
School:			
Dates:			
Destination:			
Number of Students:			
No. Of Chaperones/Supervisors		(as per Policy #5150, 1.5)	
COST			
Summary Breakdown	Description	Proposed	Actual
Cost of Transportation (1):		\$	\$
Cost of Lodging (1):		\$	\$
Cost of Meals (1):		\$	\$
Other Expenses (1):		\$	\$
Total Expenses:		\$	\$
Total Receipts received for Trip:			
Cost per Student:		\$	\$
Cost per Chaperones/Supervisors:		\$	\$
OUT-OF-POCKET EXPENSES (Suggested amount of money students bring from home)			
Amount per Student:		\$	\$
Purpose:			
How were funds raised?			

SCHOOL REPORT FOR STUDENT EXCURSION

In one or two paragraphs, explain how the objective of this trip was met.

Proposed / Actual Expense Detail

Cost of Transportation		Proposed		Actual
Cost of Lodging				

Cost of Meals

Other Expenses

Chaperones / Supervisors Participating

Name	Dates	Amount Received	Total Received

Checklist for Overnight Trips Folder

- _____ 1. Review District Policy 5150 and Guidelines for Overnight Trips
- _____ 2. The following forms/documentation included in folder
 - School Board approval letter
 - Application for student overnight extended trip
 - Proposed itinerary
 - Proposed Expenses
 - Consent and authorization forms
 - Parent approval forms
 - List of Students participating and money collected
 - List of Chaperones/Supervisors and money collected
 - Actual Expenses
 - Financial account statement for trip
 - Copies of Invoices, receipts, etc. for payments to an advisor
 - Supervisor report for student excursion
- _____ 3. Has a deadline been set for collection of money?
- _____ 4. Have bids been obtained for transportation, lodging and for other expenditures?
- _____ 5. Has all money been receipted individually by the financial secretary?
- _____ 6. All fund raising meets [District Policy #5148](#)
- _____ 7. Periodic reviews by the principal (It is recommended that an assistant principal or designee be assigned to monitor and review the completed overnight trip process)
- _____ 8. Schedule trip expense payments well in advance to prevent emergencies requiring credit
- _____ 9. Set up trip account in the financial system to record all trip activity
- _____ 10. Review Chaperones cost and responsibilities
- _____ 11. Limit of one Supervisor/Chaperone per ten students

Administrator's Trip Review Checklist

Trip: _____

Date: _____

- _____ 1. Are the following forms in the trip folder?
School Board Approval Letter
Application for student overnight trip
Proposed Itinerary
Proposed and Actual Expenses
Consent and Authorization Forms
Parent Approval Forms
List of Students Participating and Money Collected
List of Chaperones/Supervisors and Money Collected
Financial Trip Account Statement for Trip From Accounting System
Supervisor Report for Student Excursion
Copies of Invoices, receipts, etc. for payments to an event sponsor
- _____ 2. Are actual expenses within the proposed expenditures? If not why?
- _____ 3. Were any checks or money expended to an advisor or their relatives?
- _____ 4. Were bids obtained for all major expenses? (transportation, lodging, etc.)
- _____ 5. Has all the money been receipted individually by the financial secretary?
- _____ 6. What costs were paid for the chaperones or supervisors? If reduced cost was given to anyone was it approved by school administration?
- _____ 7. Were there any changes to the proposed itinerary? If so why?
- _____ 8. Have the expenses been reviewed for reasonableness?
- _____ 9. What is the balance of the trip account after the completion of the trip?
- _____ 10. How much cash was carried on the trip? Purpose? What security measures were used?
- _____ 11. How many school days were missed because of the trip?
- _____ 12. What was the chaperone to student ratio?
- _____ 13. How were the funds raised for the trip? Were they approved and within school and district policy?

Administrator Signature

Date

Note: It is extremely important to review overnight trips to prevent any problems for the sponsor, school, district and community. We suggest this checklist be reviewed with the event sponsor two weeks prior to the trip and immediately after the trip. Normally an assistant principal is assigned to perform the trip review.

This checklist must be attached to the trip account statement generated by the accounting system.

Parent Consent for Student Participation

Activity Field Trip Location: _____ **Dates:** _____

This is a **Parent Consent Form for Minors**, which identifies risks of participating in Alpine School District course or program, and a **Waiver and Release for parents/guardians**.

Injury may result from your participation in activity/field trip. You are expected to familiarize yourself with activity/field trip and what is required, rules of conduct for the activity/field trip as well as Alpine School District policies. You are expected to follow proper operating procedures including safety procedures as outlined by the course/program instructor, plus any directions given by an authorized Alpine School District employees.

I, (printed name of student) _____, acknowledge that I have familiarized myself with activity/field trip and what is required, will follow the rules of conduct, will follow the operating procedures, and will follow any directions given by an authorized school employee.

(Signature of student)

The undersigned, the legal guardian of _____ (hereinafter "student") a student at Alpine School District under eighteen years of age, in consideration of student's participation in a school activity/field trip to hereby agree to this waiver and release.

I recognize that participation in this field trip to activity/field trip may involve moderate to strenuous physical activity and may cause physical and or emotional distress to participants. There may also be associated health risks. I state that student is free from any known heart, respiratory or other health problems that could prevent student from safely participating in any of the activities.

I certify that I have medical insurance or otherwise agree to be personally responsible for costs of any emergency or other medical care that student receives. I agree to release the State of Utah, Alpine School District and their agencies, departments, officers, employees, agents, and all sponsors, officials and staff or volunteers from the cost of any medical care that student receives as a result of participation in Alpine School District courses.

I further agree to release the State of Utah, Alpine School District, their agencies, departments, officers, employees, agents and all sponsors, officials and staff or volunteers from any and all liability, claims, demands, breach of warranty, negligence, actions, and causes of actions whatsoever for any loss, claim, damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of student's participation in this Alpine School District course/program. This release extends to any claim made by parents or guardians or their assigns arising from or in any way connected with the aforementioned activities.

CONSENT

Consent is expressly given, in the event of injury, for any emergency aid, anesthesia and / or operation, if in the opinion of the attending physician, such treatment is necessary.

I have carefully read and understand the contents of the foregoing language and I specifically intend it to cover student's participation in the above stated activity/field trip.

Name _____ **Date** _____

Signature _____
(Parent or legal guardian signature if participant is under 18 years old)

PACE - Section 4

-Camps and Clinics-

School Sponsored Events

Non-School Sponsored Events

Questions and Answers

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

Section 4
Camps and Clinics Procedures



575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758 (801) 610-8556 FAX (801) 610-8516

JESS CHRISTEN, ADMINISTRATOR 10-12 & ADULT SCHOOLS

TO: All Principals, Payroll and Financial Secretaries

FROM: Jess Christen, Administrator, 10-12 & Adult Schools

DATE: September 4, 2013 Revised

SUBJECT: Camps and Clinics revised in answer to questions raised at the August 29, 2013 Meeting at American Fork High School. See question 4 and 7.

Discussions regarding compensation for Camps and Clinics for Coaches required additional clarification. These issues have been addressed in questions 4 and 7.

The following procedures apply to camps and clinics:

1. Payroll needs Athletics and Activities Annual Financial Acknowledgements from all administrators, athletic director, coaches and activities directors before payment is made. Employees who are assisting do not need to sign this document.
2. All other paper work associated with the camp/clinic needs to be kept at the school for auditing purposes. Only the time cards and Financial Acknowledgements are sent to payroll.
3. Certified employees may earn their hourly rate. However, even though certified employees assisting the coach can be paid their current lane and step, they are limited in total dollars to the amount paid to the head coach. The hourly rate based on contract lane and step is intended for the actual camp. Any prep work before and after the actual camp should be paid at the curriculum rate (currently \$17.50/hr.). The curriculum rate is intended for non-face time with the students. The flyer must be attached to the time card to verify the actual camp/clinic dates and/or hours. All others helping with the camp/clinic are paid a published hourly rate that is associated with their role in the camp/clinic. The person must be qualified to have the appropriate job code (a classified employee cannot be paid a certified job code). We are recommending an H02 (currently \$8.45) or M06

(currently \$10.00). No one participating in the camp/clinic can make more than the head coach.

4. A head coach paraprofessional from the community or a classified employee may receive the teacher hourly rate (currently \$25.38). An assistant coach paraprofessional from the community or a classified employee may receive 67% of the teacher hourly rate (currently \$17.00). Hourly classified employees are limited to 29 hours per week including hours associated with a camp.
5. All people helping with the camp/clinic must be paid on a time card unless one of the two situations applies:
 - a. They qualify as an independent contractor under IRS regulations. Then they are paid using an addendum through accounts payable. This requires the IRS form W-9 before services are rendered.
 - b. The camp does not have the funds to support the hourly rate for the employee. For example, if you told someone involved with teaching or coaching that if they have the funds to support an hourly rate of \$10.00 per hour for each hour that they work then they will be paid that rate for each hour. However, if the camp does not collect enough to cover this, then you can use an addendum to pay a lump sum that the camp can support. So, if someone works 20 hours for \$10.00 hour, but the camp only has \$125.00 available, then the addenda is used to pay the lump sum. The addenda can never be used to pay more than the actual hours worked at a published rate. We suggest that employees that are directly involved with coaching, be informed that they may be receiving a flat amount if the camp/clinic lacks sufficient funds to pay the hourly rate for the hours worked. **The time card must be attached to the addendum for the actual hours worked with the hourly rate of pay and an explanation that sufficient funds were not available.** Time cards must be attached to verify that work was actually performed even when paid on an addenda.
5. Any classified employee assisting with the camp/clinic who is not directly involved with coaching/teaching functions must be paid an hourly rate of pay for all hours worked, regardless of whether or not there are sufficient funds available. An example would be a person hired to do secretarial or organization duties. FSLA require that classified employees be paid first. Funds available after these employees are paid can then be divided appropriate among the coaching/teaching staff.
6. Camps/clinics are limited to 8 hours a day and or 40 hours per week, unless there are extenuating circumstances, such as away from the school where travel and extended hours were needed. This should be the exception, not the rule. The Principal and Jess Christen must sign the time card to approve any exceptions.
7. The coach may not use any excess funds collected in a school sponsored camp or clinic for additional compensation for the current camp or for open court practice time.

- a. Any additional or extra income from the camp or clinic should be used to reduce the overall cost to the students for participating in the program.
 - b. If the coach wants the potential to earn more compensation than the prescribed salary, the coach should rent the building and treat the camp or clinic as a private, non-sponsored event.
 - c. Parents expect their fees to be used for the camp and to benefit the program. Using the fees to pay salaries for other programs or events does not use the fees in the means intended. It may also provide an incentive for coaches to inflate the cost of the camp to receive additional personal benefit.
 - d. Using excess funds to cover compensation for open court time results in “double dipping” because the practice time is covered in the coach’s addenda.
 - e. Utah state Risk Management states that the District should receive some benefit from school sponsored events since the District is covering not only the insurance but also all facility costs. If all excess funds are being paid out to the coach, there is no benefit to the District. However, excess funds may benefit the school or the program associated with the activity.
8. It is not intended that established summer school programs be converted into a camp/clinic. The summer school rate is applicable for all summer programs. Summer school programs are generally for extended periods of time.

You may call payroll if you have any questions.

Jackie Ketchersid
801-610-8428

Amanda Jensen
801-610-8489

Off-Premises Camps and Clinics

It is a violation of State rules to imply that non-sponsored activities are required for participation in school activities or programs. When the team attends a camp, it appears the event was required, whether stated or implied. As a result, if the team participates in an event it must follow school sponsored rules.

All checks from students to attend camp are written to the school with full disclosure to the parent of the distribution of the cost of camp such as coaching supervision, transportation, t-shirt, camp registration fee, etc.

Decision Tree

The following decision tree is provided for clarification.

Is primary financial beneficiary of the activity a private individual or company, or could it be considered that taxpayer funds are inappropriately subsidizing a private individual or company, or is an individual receiving personal economic benefit because of their position at the school (using school/District assets for personal gain)? Can the District employee establish their own level of compensation utilizing all proceeds from the camps, lessons, or other activity without regard to established hourly rates of pay?

If yes to any of the above, then the activity should be listed as non-school sponsored, and must follow the non-sponsored guidelines.

If not, then the activity is school sponsored and must follow the sponsored guidelines. For school sponsored camps, private lesson, or other activities the employee must be compensated on an established hourly rate of pay through payroll.

Alpine School District

Guidelines for Camps, Clinics, Non-District Sponsored Activities

I. District Guideline

The purpose of these guidelines is to provide direction and procedures for camps, clinics and other extra-curricular activities. These guidelines define when an employee is acting within the scope of employee duties with respect to school district activities (sponsored activities), and when an employee provides or participates in private but public education-related (non-sponsored) activities outside of their public education employment. These guidelines also define the employee's responsibility whether these activities occur on or off school premises and identifies when an employee does not represent the school district, and provides notice to employees regarding disclosure duties (Utah State Board Rule R277-107).

The individual or company receiving the primary financial benefit of an activity must also have full financial responsibility and liability of the activity. It is unfair to the taxpayer to bear the financial burden of covering the expense while a private individual has the financial gain. Activities that benefit the school, a school program, or are sponsored by a state or nationally affiliated educational organization providing worthwhile learning experience for students that are in part or fully subsidized by taxpayer dollars are school sponsored. Other activities are non-sponsored.

School sponsored activities include activities, fundraising events, clubs, camps, clinics or other event or activity that is authorized by a specific school which supports the District or authorized school club, activity, sport, class or program that also satisfies at least one of the following conditions:

- it is managed or supervised by a District or public school, or District or public school employee;
- it uses the District or public school's facilities, equipment, or other school resources; or
- it is supported or subsidized by public funds, including the public school's activity funds or minimum school program dollars.

(Rule 277-113-1)

Any team camp is district sponsored and must follow district sponsored procedures.

Non-sponsored activities include activities in which an Alpine School District employee participates and may/may not receive compensation directly from current or prospective students of the school district. Such activities include but are not limited to:

- A. Tutoring
- B. Lessons
- C. Travel Opportunities
- D. Independent Contractor
- E. Camps and Clinics (Non-team camps)

School Sponsored Events

Camps, clinics, and other activities involving school sanctioned groups such as teams, performing arts, or other school employee groups, must be handled as "District Sponsored Events". When an event is sponsored by a coach or instructor at the school, the public believes that the event is sponsored by the school.

- All district sponsored events must be pre-approved by school administration. Employees must submit planned events well in advance, preferably on an annual basis. Pre-approval must be obtained before any public or parent meetings.
- Merely having a key does not grant permission to use facilities.
- The school's **financial secretary** must collect all fees for camps or clinics or other activities sponsored by the district. Teachers or coaches cannot collect fees. All costs associated with camp, clinic or other activity must also be submitted to the financial secretary for payment. Purchase cards may be used.
- Fee waiver procedures apply to all activities sponsored by the district.
- A roll with attendance must be kept for all camps and clinics. (See pg. 13)
- Attached worksheets must be completed.
- Out of state, overnight activities must have the approval of the Board of Education.
- For off premises and overnight sponsored events, all compensation, if any to coaches or advisors, must be processed through district payroll. Hours to be compensated are to be pre-approved by the administration. To prevent a conflict of interest no compensation can be received outside district payroll. Non-district employees must complete the IRS form W-9 before being compensated by the district. The district will issue an IRS form 1099 at the end of the year. Disclosure must be made itemizing how student fees are proposed to be used for the camp (i.e. room and board, t-shirt, supervision, transportation, etc.).
- Any non-district employee must be fingerprinted before performing services for the district if the employee will be working one on one with the students and must abide by district guidelines.
- Coaches, advisors and other school personnel cannot increase vendor fees for camps, clinics, workshops, etc. to help increase personal remuneration.
- School sponsored activities shall be reasonably equal for boys and girls.

Compensation

- Coaches or teachers may be paid the summer school rate, curriculum rate, or contract teacher hourly rate based on lane and step, provided the money collected for the activity supports that rate. (Hourly rate effective July 1, 2013). Contract teacher hourly rate is calculated by dividing the base annual salary (lane and step) by 182 days to calculate the daily rate. The daily rate is divided by 7 hours to calculate the hourly rate. An employee may not claim more than 8 hours of compensation a day for camps or clinics.
- Compensation received may not overlap (double dip) District approved stipend for school sponsored activities.
- District employees must disclose compensation received from camp fees if district students are involved in the activity. The salaries must be disclosed by position. No compensation received may overlap any District approved stipend.
- The employee must submit a time card to the payroll department indicating the actual hours worked to be paid. The school will be charged the coach's or teacher's salary plus benefits. With prior written approval from the principal, the school may pay non-district employees as independent contractors through 1099. Non district employees must complete the W-9 prior to payment. (See

- pg. 9) The district will issue a 1099 form at the end of the year.
- Compensation for outside clinicians should be reasonable, and not substantially more than standard hourly rates; otherwise, the event should be classified as non school sponsored.
 - Payroll needs Athletics and Activities Annual Financial Acknowledgements from all administrators, athletic director, coaches and activities directors before payment is made. Employees who are assisting do not need to sign this document.
 - All other paper work associated with the camp/clinic needs to be kept at the school for auditing purposes. Only the time cards and Financial Acknowledgements are sent to payroll.
 - Certified employees may earn their hourly rate. However, even though certified employees assisting the coach can be paid their current lane and step, they are limited in total dollars to the amount paid to the head coach. The hourly rate based on contract lane and step is intended for the actual camp. Any prep work before and after the actual camp should be paid at the curriculum rate (currently \$17.50/hr.). The curriculum rate is intended for non-face time with the students. The flyer must be attached to the time card to verify the actual camp/clinic dates and/or hours. All others helping with the camp/clinic are paid a published hourly rate that is associated with their role in the camp/clinic. The person must be qualified to have the appropriate job code (a classified employee cannot be paid a certified job code). We are recommending an H02 (currently \$8.45) or M06 (currently \$10.00). No one participating in the camp/clinic can make more than the head coach.
 - A head coach paraprofessional from the community or a classified employee may receive the teacher hourly rate (currently \$25.38). An assistant coach paraprofessional from the community or a classified employee may receive 67% of the teacher hourly rate (currently \$17.00). Hourly classified employees are limited to 27 ½ hours per week including hours associated with a camp.
 - All people helping with the camp/clinic must be paid on a time card unless one of the two situations applies:
 - They qualify as an independent contractor under IRS regulations. Then they are paid using an addendum through accounts payable. This requires the IRS form W-9 before services are rendered.
 - The camp does not have the funds to support the hourly rate for the employee. For example, if you told someone involved with teaching or coaching that if they have the funds to support an hourly rate of \$10.00 per hour for each hour that they work then they will be paid that rate for each hour. However, if the camp does not collect enough to cover this, then you can use an addendum to pay a lump sum that the camp can support. So, if someone works 20 hours for \$10.00 hour, but the camp only has \$125.00 available, then the addenda is used to pay the lump sum. The addenda can never be used to pay more than the actual hours worked at a published rate. We suggest that employees that are directly involved with coaching, be informed that they may be receiving a flat amount if the camp/clinic lacks sufficient funds to pay the hourly rate for the hours worked. The time card must be attached to the addendum for the actual hours worked with the hourly rate of pay and an explanation that sufficient funds were not available. Time cards must be attached to verify that work was actually performed even when paid on addenda.
 - Any classified employee assisting with the camp/clinic who is not directly involved with coaching/teaching functions must be paid an hourly rate of pay for all hours worked, regardless of whether or not there are sufficient funds available. An example would be a person hired to do secretarial or organization duties. FLSA require that classified employees be paid first. Funds available after these employees are paid can then be divided appropriately among the coaching/teaching staff.

- Camps/clinics are limited to 8 hours a day and or 40 hours per week, unless there are extenuating circumstances, such as away from the school where travel and extended hours were needed. This should be the exception, not the rule. The Principal and Jess Christen must sign the time card to approve any exceptions.
- The coach may not use any excess funds collected in a school sponsored camp or clinic for additional compensation for the current camp or for open court practice time.
 - Any additional or extra income from the camp or clinic should be used to reduce the overall cost to the students for participating in the program.
 - If the coach wants the potential to earn more compensation than the prescribed salary, the coach should rent the building and treat the camp or clinic as a private, non sponsored event.
 - Parents expect their fees to be used for the camp and to benefit the program. Using the fees to pay salaries for other programs or events does not use the fees in the means intended. It may also provide an incentive for coaches to inflate the cost of the camp to receive additional personal benefit.
 - Using excess funds to cover compensation for open court time results in “double dipping” because the practice time is covered in the coach’s addenda.
 - Utah state Risk Management states that the District should receive some benefit from school sponsored events since the District is covering not only the insurance but also all facility costs. If all excess funds are being paid out to the coach, there is no benefit to the District. However, excess funds may benefit the school or the program associated with the activity.
- It is not intended that established summer school programs be converted into a camp/clinic. The summer school rate is applicable for all summer programs. Summer school programs are generally for extended periods of time.

IRS Form W-9 for Non District Employees

Form W-9
 (Rev. December 2011)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional):		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Alpine School District

Financial Summary for Camps & Clinics

School: _____ Camp/clinic for _____ group

Dates of camp/clinic: _____ Camp fee _____

Time schedule for camp/clinic: _____ Total hours of camp/clinic _____

District Employee in charge: _____

Total revenue (1) \$ _____

Total paid in wages & benefits (district employees) _____
Total paid in wages (non-district employees) _____
Materials & supplies _____

Total Cost \$ _____

Excess revenue \$ _____

Which school program will receive extra funds? _____

***The financial secretary must receipt all money collected.**

Signature of District employee in charge

Date

Signature of principal or assistant principal

Date

It is suggested that the principal does not approve more than one camp/clinic a year per department.

05/02/02

Camps & Clinics Payroll Expenses

Wages for District Employees

Name _____

Hours

Preparation _____

Teaching _____

Total hours _____

Name _____

Hours

Preparation _____

Teaching _____

Total hours _____

Name _____

Hours

Preparation _____

Teaching _____

Total hours _____

TOTAL HOURS FOR EMPLOYEES

Summer School Rate _____

Total Employee Wages _____

Total Benefits * _____

Total Charged to the School _____

Signature of District employee in charge

Date

Signature of principal or assistant principal

Date

*For planning purposes, employees receiving Utah State Retirement, use 30% benefit.

1099 Expenses Wages for Non-District Employees

Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Non-District Employee Wages \$ _____

Note: Copies of signed IRS form W-9 must be attached for all individuals listed above and submitted to district or school Accounts Payable Department before payment is issued.

Signature of District employee in charge

Date

Signature of principal or assistant principal

Date

Alpine School District Off-Campus District-Sponsored Activity

The purpose of this document is to provide full disclosure of student fees to the parents of the students attending off campus camp or activities. For school sponsored event outside of the usual duties and responsibilities of the coach/advisor, salaries related to student supervision are calculated on an hourly basis. Each student must return this signed document to participate in the activity.

School: _____ Camp/clinic for _____ (group)

Location of Camp _____ Dates of camp/clinic: _____

Time schedule for camp/clinic: _____ Total hours of camp/clinic _____

District Employee in charge: _____

*Financial Secretary must receipt all money collected.

Camp fee \$ _____

Camp registration \$ _____

Transportation \$ _____

Room and Board \$ _____

Food \$ _____

Supervision \$ _____

**Staff and positions of employees receiving salaries from the above supervision costs are listed below:

Head Coach, Assistant Coach, Staff

Other costs

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Cost of camp \$ _____

**When completing this form, coaches/advisors must customize the staff list to account for all who will be supervising.

Name of Student Participant _____

I acknowledge I have received and read this financial disclosure statement regarding the fees associated with this camp.

Parent Signature _____ Date _____

(Schools must retain this document, with other camp documentation for three years)

Guidelines for Non-School Sponsored Events

All measures must be taken to avoid the appearance that an activity is school sponsored when an employee is involved with the activity. Utah State Risk Management does not provide insurance coverage for non-district sponsored events. The building rental indemnity agreement states that those sponsoring the event are personally liable for any legal claims made pertaining to the event that exceed insurance coverage obtained for the event. If the event is not sponsored by the District, and the employee gives the impression that the event was school sponsored, those suing will look to the District as a deep pocket after the sponsor's assets are personally exhausted. To minimize/avoid district liability risks all Non-District Sponsored Events must follow these guidelines.

- Must obtain private insurance for the event naming the district as primary insured;
- Required signed building rental indemnity agreement;
- Must rent facility and all requisite equipment at a fair market rental rate. This includes uniforms and practice gear. They cannot use actual school game jerseys;
- Funds from the activity must not be commingled with school funds;
- Required or voluntary participation in summer or other off-season clinics, workshops, leagues, or lessons shall not be used, stated, or implied as eligibility criteria for team membership, participation in extracurricular activities, or for the opportunity to try out for school-sponsored programs;
- Required informed consent stating that the school and school district is not a sponsor of the activity (see Parent Notification and Release of Liability Document pg. 17). These must be on file at the school;
- Advertising must follow State rule R277-107-5 as follows:
 - An employee may purchase advertising space to advertise an activity or service in a publication, whether or not sponsored by the public schools, that accepts paid or community advertising.
 - The advertisement may identify the activity participants and leaders or service providers by name and provide details of the employee's employment experience and qualification. Employees should provide personal contact information. Employees may not use school contact information for non-sponsored activities.
 - Posters or brochures may be posted or distributed in the same manner as could be done by a member of the general public, advertising an employee's services, consistent with District policy. Advertisements shall state clearly and distinctly that the activity is NOT sponsored by the District. The name of the District or school shall not be used in the advertisement except as the District's name may relate to the employee's employment history or if school facilities have been rented for the activity.
 - If the name of the employee offering the service or participating in the activity is stated in any advertisement sent to the employee's students, or is posted, distributed, or otherwise made available in the employee's school, the advertisement shall state that the activity is not school sponsored.
 - Education records or information obtained through employment with the District is not to be used to contact students or others regarding the activity. Employees may not use class time to promote the activity.

- Per rule R277-605-5 “School personnel, activity leaders, coaches, advisors, and other personnel shall not require students to attend out-of-school camps, clinics or workshops for **which the personnel, activity leaders, coaches, or advisors receive remuneration from a source other than the school or district in which they are employed**”;
- The employee must provide the business administrator a signed copy of all contracts between him/her and the private activity sponsor. The employee who engages in any non-school sponsored activity shall provide a signed copy of the *Alpine School District Employee Involvement in Non-District Sponsored Activities* disclosure statement (see pg. 18-19);
 - If the employee is self employed, sign the self employed disclosure statement (see pg 18).
 - If the employee is an employee of an outside sponsor, the employee and the sponsor must sign the outside sponsor disclosure statement (see pg. 19) and provide it with a copy of the contract.
- The principal must approve all camps, clinics, and other activities such as private lessons or tutoring;
- Merely having a key does not grant permission to use facilities for private, non-sponsored activities.

ALPINE SCHOOL DISTRICT

Non-Sponsored Activities

PARENT NOTIFICATION AND RELEASE OF LIABILITY

I understand that the individual listed below will perform duties which are not sponsored, endorsed, or associated with Alpine School District. Therefore the District is not responsible for transportation, supervision of students or other costs associated with this activity. Liability will not be accepted nor provided by Alpine School District, but must be assumed by the individual or sponsoring organization.

Name: _____
Sponsoring Organization _____
Activity(ies): _____
Parent/Guardian Signature: _____
Date: _____

Any financial benefit from the camp/clinic goes to the camp sponsor. Alpine School District and _____ (school) are not affiliated with the camp/clinic and will not receive any financial benefit.

Description of Compensation	Amount
	\$
	\$
	\$
Total	\$

*Additional compensation to instructor/district employee includes: _____

**ALPINE SCHOOL DISTRICT
Non-Sponsored Activities**

**EMPLOYEE INVOLVEMENT IN NON DISTRICT SPONSORED
INDEPENDENT OR SELF EMPLOYED
DISCLOSURE STATEMENT**

Educator Name: _____

School: _____

Private Activity: _____

Private Activity Sponsor(s): _____

Travel Destination: _____

Dates of Activity: _____

As an educator in Alpine School District, I understand that I may participate in a non-district sponsored activity if the activity is separate and distinguishable from employment in the school district and does not interfere with performing the duty of employment with the school district in any way. If Alpine School District students are involved in my non-district sponsored activity, I will have parents sign the Parent Notification and Release of Liability form. I will disclose any form of remuneration I receive from the parent.

I agree to provide liability insurance where applicable. I understand that the school district will maintain a copy of these contracts and this disclosure statement in my school personnel file. I agree that the private activity is not sponsored by the school or school district and that my duties are outside the scope of and unrelated to any duties or responsibilities that I may have as an employee of Alpine School District. I agree to abide by all laws and rules of the State of Utah pertaining to and consistent with Alpine School District guidelines regarding my advertising and participation, including obtaining the Parent Notification and Release of Liability form for Employee Involvement in Non-District Sponsored Activities.

Employee Signature: _____

Date: _____

Principal Signature: _____

Date: _____

ALPINE SCHOOL DISTRICT

Non-Sponsored Activities

**EMPLOYEE INVOLVEMENT IN NON DISTRICT SPONSORED
EMPLOYEE OF AN OUTSIDE SPONSOR
DISCLOSURE STATEMENT**

Educator Name: _____
School: _____
Private Activity: _____
Private Activity Sponsor(s): _____
Travel Destination: _____
Dates of Activity: _____

As an educator in Alpine School District, I understand that I may participate in a non-district sponsored activity if the activity is separate and distinguishable from employment in the school district and does not interfere with performing the duty of employment with the school district in any way. If Alpine School District students are involved in my non-district sponsored activity, I will have parents sign the Parent Notification and Release of Liability form. I will disclose any form of remuneration I receive from the parent.

I have provided to the business administrator a copy of all contracts between myself and the private activity sponsor(s). I agree to provide liability insurance where applicable. I understand that the school district will maintain a copy of these contracts and this disclosure statement in the District business administrator's office and in the District personnel file. The contract between me and the activity sponsor must be signed by both parties, and shall state that I agree that the private activity is not sponsored by the school or school district and that my duties to the activity sponsor(s) are outside the scope of and unrelated to any duties or responsibilities that I may have as an employee of Alpine School District. I agree to abide by all laws and rules of the State of Utah pertaining to and consistent with Alpine School District guidelines regarding my advertising and participation, including obtaining the Parent Notification and Release of Liability form for Employee Involvement in Non-District Sponsored Activities.

Employee Signature: _____
Date: _____
Sponsor Signature: _____
Date: _____
Principal Signature: _____
Date: _____

QUESTIONS AND ANSWERS

1. What is the district's conflict of interest policy?

"It is the policy of Alpine School District to protect public interest and to maintain the faith and confidence of citizens in the integrity of the public schools and school employees by setting standards of employee conduct which preclude actual or potential conflicts of interest between their public duties and their private interests. It is the district's intent to maintain high standards of employee conduct by prohibiting employees from improperly disclosing or using information, from using their positions to secure privileges or exemptions or from accepting employment which would impair independence of judgment or ethical performance."

2. Can a district employee receive any compensation for any camp, clinic, lessons or workshop that their team participates in?

For any activity involving the team, the activity must be district sponsored. For district-sponsored events, the advisor or coach may be paid the summer school rate, curriculum rate, or contract teacher hourly rate provided the money collected for the activity supports that rate. The employee must submit a time card to the payroll department indicating the hours to be paid. An employee may not receive compensation for more than 8 hours a day for camps or clinics. If the team will be attending the camp, it must be District-Sponsored and all compensation run through payroll.

For non district-sponsored events, an employee cannot require students to attend out-of-school camps, clinics, lessons or workshops where they would be receiving compensation from a source other than the school or district. The employee must sign the district indemnity agreement and the notice of Employee Involved in Non District Sponsored activities (pg. 18-19). If Alpine School District students are involved in camps, clinics, lessons or workshops where the advisor or coach receives compensation, the employee must obtain the Parent Notification and Release of Liability form (pg. 17) and disclose any form of compensation received.

3. What must coaches or advisors disclose to parents for non school sponsored activities that involve their students? (For example, a French teacher takes students to France, or a coach taking students to a camp outside the district where the coach will receive compensation, or a band teacher giving private lessons, etc.)

The coaches or advisors must have the parents sign the Parent Notification and Release Liability form. They must disclose on the Parent Notification and Release of Liability form (pg. 17) any compensation they will receive or special benefits (free transportation, lodging, etc). The parents must understand the activity is not sponsored by the district and the district will not be responsible for transportation, supervision or other associated costs. Liability will not be accepted nor provided by the district, but must be assumed by the participant or sponsoring organization. The Release of Liability form must be kept on file at the school.

4. What liabilities must be assumed and disclosures made to school administration by a coach

or advisor when they are involved in a non-district sponsored camp, clinic or workshop?

The coach or advisor must sign the district indemnity agreement and the notice of "Employee Involved in Non District Sponsored" activities (pg. 18-19). If Alpine School District students are involved in the activity; the employee must also obtain and turn in the "Parent Notification and Release of Liability" form (pg. 17), disclosing any form of compensation received. The school must keep these documents on file for audit purposes.

Non-sponsored event hosts must follow IRS guidelines related to employees and independent contractors. See question # 8 for details.

5. May the school hire an employee or volunteer who received additional salary or compensation from outside business ventures that market training or instruction?

It is the district's intent to prohibit employees from using their positions to secure privileges or promote any activity that would impair independence. Students must not be required to participate with any outside business that promotes training or instruction, or have an implied understanding that their chance to participate on school teams or organizations will be improved by attending the private business of the coach of instructor.

The school should not allow current employees or hire prospective employees who would have a conflict of interest where they receive any type of remuneration or school donation, based on the number of students participating in a private business venture relating to their position with the school.

A coach or instructor may be employed by an outside business venture on a salary or hourly basis. However, the compensation the employee receives from the outside source must not be based on the number of students participating in that venture relating to their position with the school.

6. What requirements must be met for summer activities for school sport teams to be considered non district-sponsored activities? (Example: Golf tournaments in St. George attended by the golf team.)

The school and/or the district name may not be used in any way associated with the activity. The coach or advisor must fully disclose all compensation including remuneration based on headcount participation. See question #17 for what is allowable promotion for non-sponsored district activities. The same rules apply to non-district employees. A booster club cannot be involved since it is associated with the school and its programs. The district cannot be responsible for transportation, supervision or other associated costs. Parent groups or clubs must assume all responsibility and provide insurance for all participants. It must be clear to all participants that it is not a district sponsored activity.

7. What records must coaches or advisors keep when conducting district-sponsored camps, clinics or workshops?

The coach or advisor must complete the following forms and keep them for three years. These forms are subject to audit.

- A. Financial Summary for Camps & Clinics
- B. Camps & Clinics Payroll Expenses
- C. 1099 Expense Wages for Non-District Employees
- D. Camps & Clinic Participants
- E. Copies of Time Cards indicating number of hours worked per day

8. When should a clinician or other non-employee be considered an independent contractor, complete a W9 and be issued IRS Form 1099?

There are several factors the IRS considers for qualification as an independent contractor. A few factors are listed below.

- a. The individual, not the District or school, has the right to direct and control what work is accomplished and how the work is done through instructions, training, or other means;
- b. The individual will probably have unreimbursed business expenses;
- c. The individual will have an investment in tools and equipment, and will bring those items to the job. They will not use District or School equipment or tools;
- d. The individual will make their services available to the general public and not just to the District or school.
- e. When in doubt, an individual will be treated as an employee.

Violation of IRS rules may result in fines, prison, or both.

9. Can a coach or advisor require their team to participate in any camp, clinic or workshop?

No. Participation in extracurricular activities cannot be used as eligibility requirements for team membership or participation.

10. What is required of a coach or advisor to hold a camp, clinic or workshop on school premises which is not a district-sponsored event?

The sponsor must follow the building and ground rental procedures and provide insurance for the participants. If the sponsor is an employee, they must sign the district indemnity agreement and the notice of individuals involved in non-district sponsored activities. If Alpine School District students are involved in this activity, the employee must obtain the Parent Notification and Release of Liability form and disclose any form of compensation received.

11. What is required for a non-school employee group or organization to use school premises?

The sponsor must follow the building and ground rental procedures and provide insurance for the participants, a certificate of insurance and sign the indemnity agreement.

12. **What approvals are necessary to have a coach or advisor's team attend a camp, clinic or workshop held out of state?**

The Application for Student overnight and/or Extended Trip must be approved by the faculty advisor, principal and have board approval. Each school will receive a letter from the superintendent's office indicating which school trips have been approved.

13. **Is inviting a special athlete or coach to conduct a camp, clinic or workshop considered a non-district event?**

If the activity is planned, conducted and approved by the district, it will be considered a district sponsored event. Any non-employee helping in the activity will be considered a 1099 vendor. (See question #8 for requirements.) Otherwise the activity will be considered a non-sponsored district activity and will require the sponsor to follow the building and grounds rental procedures.

14. **How can coaches or advisors pay those that help train and teach at their District sponsored camps, clinics or workshop? (Examples – coaching assistants, music tutors for band students, choreographers, etc.)**

All payments to employees must be processed through the district's payroll systems which will then appear on the employee's W2 form. Non-district employees must be processed through the district's Accounts Payable system and be fingerprinted. The only exceptions are consultants that are used for a few hours to one or two days. Short-term consultants need not be fingerprinted if we can guarantee that they will never be one on one with a student. If there are any questions that they may be one on one with a student, they must be fingerprinted. Non-district employees must complete and sign the IRS W-9 form (pg. 9) before they can receive payment. The schools can issue a check to one or two day consultants with proper documentation.

15. **Can members of a coach's or advisor's team or prospective team members use school facilities outside of the sport season?**

Yes, if the employee does not receive any compensation and the activity is within the UHSAA by-laws and policies. All such arrangements must be approved by school administration prior to school facilities use.

16. **Can employees tutor students on school premises for which they are receiving compensation?**

No school facilities can be used if compensation is received.

17. **What is a coach or advisor allowed to do to promote non-district activities?**

In general, a coach or advisor can offer public educational services, programs or activities to students as long as they are not advertised or promoted during school time or in the classroom. A coach or advisor cannot use education records or information obtained through employment with the district unless they are available to the general public. Posters and brochures can only be posted in areas of the school where members of the general public are allowed to advertise.

See the Guidelines for Camps, Clinics, Non-District Sponsored Activities procedure for more details.

18. What procedures must be followed for summer trips taken by athletic teams sponsored by booster clubs or parent groups?

Since these activities involve the coach or advisor, use the school name and involve members of the school team they are considered district-sponsored events. All district procedures and rules apply. All activities must conform to UHSAA by-laws and policies including dead time.

19. What transportation systems must be used for district-sponsored events?

Only District or chartered public transportation systems can be used. For out of state events there is no governmental immunity protecting the District, limiting the amount of liability. As a result, only public transportation may be used to transport students out of state. If out of state public transportation systems cannot be used, schools should not participate in the event.

The District does not want the liability associated with allowing private individuals to drive for district sponsored events. This increases the District liability in case of accident or injury. If parents or students were to provide transportation, their insurance would be primary and the District would be secondary creating unreasonable risk. Every effort should be taken to provide District transportation for all District Sponsored events.

20. What procedures and requirements must be met for community-sponsored programs (example: hockey and lacrosse clubs, 9th grade football & baseball, boys' volleyball) that are not sanctioned by the UHSAA?

Community sponsored program events as indicated above are considered non-sponsored district activities. This must be clear to all participants. See question #17 for what is allowable promotion for non-sponsored district activities. The club or community program must be responsible for transportation, facilities rental, supervision or other associated costs. This also includes providing insurance for all participants.

21. What are the administrative responsibilities for school sponsored activities?

- Must provide adequate supervision.
- Ensure coaches and advisors have required forms as described in question 7.
- Collect money and paying coaches/supervisors through established systems at the school.
- Implementing reasonable and effective loss control measures to minimize injury claims.
- Verify the coaches/supervisors are submitting actual hours worked. Coaches should not submit hours not worked to use up available funds.

22. What are the administrative responsibilities for non-district sponsored activities?

- Ensure the sponsor provides insurance, rental, and indemnification agreements.
- Ensure Employees complete Employee Involvement in Non-District Sponsored form (pg. 18-19), and that district students complete the Parent notification and Release of Liability

form (pg. 17).

- Provide guidance to employees in preparing advertising to meet requirements of R277-107-5 such as:
 - Flyers must indicate that it is not a sponsored activity;
 - Employee cannot recruit participation during class or school hours;
 - Cannot use actual school jerseys;
 - Cannot use educational information for advertising that is not available to the public.

23. What forms need to be provided to the business administrator before the event for non-sponsored activities?

- Building rental agreement (not applicable if camp or clinic is not on District property)
- Indemnity agreement
- Proof of Liability Insurance
- Flyer for the activity demonstrating the disassociation of the school and district from the activity
- Parent Notification and Release of Liability (pg. 17)
- Employee Involvement in Non-District sponsored Activities (pg. 18-19) (a copy must also be in the personnel file)
- Signed contract between the sponsoring organization and the District employee (a copy must also be in the personnel file)

Conclusion

For activities involving school sanctioned teams, groups and school employees, we would recommend they be handled as district-sponsored events. This would mean all district procedures and liability coverage would apply. This would reduce potential risks and conflict of interest issues. Liability insurance coverage alone is prohibitive. The district is not interested in sponsoring non-student activities or activities with high injury rates.

PACE - Section 5

-Facility Use -

Facility Rental General Regulations

Facility Use Fee Schedule

City Recreation Rental Agreement

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

Alpine School District Facility Use Fee Schedule

See classification definitions							(Rates are per hour . Daily rate is for up to 8 hours.)	
Facility	Class I	Class II	Class III	Class IV	Class V	Daily Rate		
	District Sponsored Facility Use	City/Gov. Sponsored Facility Use	Non-Sponsored (Developmental Programs) Facility Use	Charitable Entity Facility Use	Fair Market For Profit/ Commercial Business Facility Use	Class V 6 - 8 hrs	>8 + \$ rate/hr	
Gym-High School Main**	Per District Regulations	\$45	\$70	\$95	\$200	\$1200	+\$45	
Gym-High School Auxiliary**	Per District Regulations	\$45	\$60	\$85	\$140	\$840	+\$45	
Gym-Junior High**	Per District Regulations	\$41	\$60	\$75	\$125	\$750	+\$41	
Dance Room	Per District Regulations	\$41	\$50	\$85	\$125	\$750	+\$45	
Batting Cage-detached	Per District Regulations	\$35	\$45	\$65	\$100	\$600	+\$45	
Wrestling Facility	Per District Regulations	\$20	\$50	\$85	\$125	\$750	+\$45	
Classroom-High School	Per District Regulations	\$45	\$55	\$80	\$105	\$630	+\$45	
Classroom-Junior High	Per District Regulations	\$41	\$50	\$70	\$90	\$540	+\$41	
Classroom-Elementary	Per District Regulations	\$38	\$45	\$60	\$75	\$450	+\$38	
Commons/Student Center	Per District Regulations	\$45	\$55	\$85	\$150	\$900	+\$45	
Auditorium-"A" 500-799 Full Stage & Seating	Per District Regulations	\$50	\$60	\$200	\$250	\$1500	+\$45	
Auditorium-"A" 500-799 Stage Only	Per District Regulations	\$45	\$55	\$100	\$150	\$900	+\$45	
Auditorium-"B" 800-949 Full Stage & Seating	Per District Regulations	\$55	\$65	\$200	\$250	\$1500	+\$50	
Auditorium-"B" 800-949 Stage Only	Per District Regulations	\$50	\$60	\$150	\$200	\$1200	+\$50	
Auditorium-"C" 950+ Full Stage & Seating	Per District Regulations	\$60	\$70	\$250	\$350	\$2100	+\$55	
Auditorium-"C" 950+ Stage Only	Per District Regulations	\$55	\$65	\$200	\$300	\$1800	+\$55	
Little Theater-High School	Per District Regulations	\$45	\$55	\$75	\$175	\$1050	+\$45	
Little Theater-Junior High	Per District Regulations	\$41	\$50	\$50	\$125	\$750	+\$41	
Multi-Purpose Room-Elementary**	Per District Regulations	\$38	\$45	\$65	\$125	\$750	+\$38	
Cafeteria-High School	Per District Regulations	\$45	\$55	\$85	\$175	\$1050	+\$45	
Cafeteria-High School & Kitchen++	Per District Regulations	\$45	\$55	\$105	\$200	\$1200	+\$45	

See classification definitions							(Rates are per hour. Daily rate is for up to 8 hours.)	
Facility	Class I	Class II	Class III	Class IV	Class V	Daily Rate		
	District Sponsored Facility Use	City/Gov. Sponsored Facility Use	Non-Sponsored (Developmental Programs) Facility Use	Charitable Entity Facility Use	Fair Market For Profit/ Commercial Business Facility Use	Class V 6 - 8 hrs	>8 + \$ rate/hr	
Cafeteria-Junior High School	Per District Regulations	\$41	\$50	\$75	\$150	\$900	+\$41	
Cafeteria-Junior High School & Kitchen++	Per District Regulations	\$41	\$50	\$95	\$175	\$1050	+\$41	
Cafeteria-Elementary	Per District Regulations	\$38	\$45	\$65	\$125	\$750	+\$38	
Cafeteria-Elementary & Kitchen++	Per District Regulations	\$38	\$45	\$85	\$150	\$900	+\$38	
HS Field-Baseball	Per District Regulations	\$45	\$45/game	\$75	\$125	\$750	+\$45	
HS Field-Softball	Per District Regulations	\$45	\$45/game	\$75	\$125	\$750	+\$45	
HS Field-Football	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45	
HS Field-Football Artificial Turf	Per District Regulations	\$70	\$85	\$100	\$150	\$900	+\$45	
HS Field-Football w/lights	Per District Regulations	+\$100/hr	+\$100/hr	+\$100/hr	+\$100/hr	N/A	N/A	
HS Field-Soccer	Per District Regulations	\$45	\$55	\$75	\$125	\$750	+\$45	
HS Field-Soccer Artificial Turf	Per District Regulations	\$55	\$70	\$95	\$175	\$1050	+\$45	
Elem. & Jr. Field-Practice (Rates are per hour, per 50x100 yard field)	Per District Regulations	\$25	\$25	\$40	\$55	\$330	+\$45	
HS Field-Track	Per District Regulations	\$45	\$60	\$75	\$125	\$750	+\$45	
Tennis Courts	Per District Regulations	\$20	\$60 (8 courts)	\$75	\$125	\$750	+\$45	
Parking Lot (Asphalt Areas)	Per District Regulations	\$45	\$60	\$95	\$110	\$660	+\$45	
Outdoor Basketball Courts	Per District Regulations	\$10	\$30	\$35	\$60	\$360	\$38	

Auditorium Details:

A) 500-799	American Fork High (750), Canyon View Jr. (740), Frontier Middle (700), Lakeridge Jr. (720), Lehi High (700), Lehi Jr. (514), Mountain Ridge Middle (600), Oak Canyon Jr. (650), Orem Jr. (600), Pleasant Grove High (740), Pleasant Grove Jr. (657), Vista Heights Middle (706).
B) 800-949	Lone Peak High (980), Timberline Middle (824), Timpanogos High (940), Willowcreek Middle (800).
C) 950+	American Fork Jr. (970), Mountain View High (1,465), Orem High (980), Skyridge High (1,100), Westlake High (1,150).
Stage Only	Includes house and work lights only. No technical needs or patron use of room.
Full Stage, Lights, Sound & Seating	Requires hiring of student technician(s).
Piano	\$20/hour
Student Technician	\$10/hour
Drama Teacher	\$25.13/hour

++Additional Fees

Custodial-High School	\$45/hour
Custodial-Junior High	\$41/hour
Custodial-Elementary	\$38/hour
Volleyball Net/Standards	\$10/hour
Press Box (scoreboard & sound/microphone)	\$25.13/hour (school staff supervision required)
++Food Services Personnel	Hourly Rate + 10%
+Restrooms	\$15/day
Administrator or Designee	\$52/hour
Late Fee	10%
Cancellation by Renter-48 hour minimum	10%
Cancellation by ASD	Full Refund

Other Memos, etc.

Outdoor Facility Use	For “ <i>guaranteed use</i> ,” or “ <i>scheduled game or practice</i> ” where there is an “ <i>expectation of use</i> ” a rental agreement is required.
Outdoor Restrooms	Renter to contract the delivery/pick-up of portable restroom(s) for outdoor facilities.
Network Services	Not provided
**City Rec/Jr. Jazz	Class II- <u>Weeknights</u> (when a custodian is already working)-\$10 per gym, per hour. <u>Saturdays</u> (or weeknights when a custodian is <i>not</i> already working)-\$10 per gym, per hour + Custodial (High-\$45/hr, Jr/Middle-\$41/hr, Elementary \$38/hr)
Youth Soccer/ Football/Lacrosse	Class III-100% of program participants live in ASD boundaries. Class IV-501(c)(3) Non-profit status. Class V-Some or all participants do not live in ASD boundaries/Non 501(c)(3).
Bantam Basketball	Class III

Classification Definitions

<p>Class I</p> <p>District Sponsored Facility Use</p>	<p>Groups associated with Alpine School District Use: Such groups shall be subject to the policies, procedures, rules and regulations of the ASD. Groups include but are not limited to:</p> <ol style="list-style-type: none"> a. District-sponsored staff and student groups b. School clubs & organizations c. District-sponsored school athletic teams d. District-approved camps/clinics e. District provided staff development, in-service, classes, etc. f. Co-Sponsored activities (PTSA, Boosters, etc.) g. ASD Sponsored Community Education Programs h. Official School Class Reunions i. Summer and out of season athletic activities that are approved by school administration, under direction of school coach/advisor, participants are not required to pay a fee, participation is limited to enrollment area (grades 9-12). <p>All money-transacting activities are overseen by the school and must go through the ASD Business Department in accordance with applicable ASD accounting procedures.</p> <p>+Activities which do not meet the above may only be scheduled use of facilities through classifications II, III, IV or V</p>
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<p>Class II</p> <p>City/Government Sponsored Facility Use</p>	<p>This classification applies to those groups that are organized for instructional or government purposes. Such groups could include educational institutions, government entities, and others whose purpose is to provide information and instruction to the general public.</p> <p>All activities qualifying under this classification shall be:</p> <ol style="list-style-type: none"> a. Sponsored by city or government b. Non-exclusive in participation, open to the public c. Approved by the school administration <p>(Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class III</p> <p>Non-Sponsored Facility Use</p>	<p>This classification applies to developmental programs which:</p> <ol style="list-style-type: none"> a. Are in support of building/strengthening the high school program b. Participants are comprised of students enrolled in the high school cluster c. Are coached by volunteers d. Require a district employee to serve as supervisor (paid through ASD payroll) <p>Developmental programs/teams meeting the qualification in “Class III” are required to meet all terms and conditions of the School Facility Use Policy that apply to Class IV and V.</p> <p>(Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class IV</p> <p>Charitable Entity Facility Use</p>	<p>This Classification shall apply to those organizations (charitable, civic, religious, and private use) that solicit fees, dues, or contributions from the participants or public, the net proceeds of which are expended for the welfare of students of the district, for charitable purposes or purposes that are for the betterment of the community. These organizations operate primarily on unpaid volunteer helps. In addition, this classification shall apply to private functions and events, such as family reunions, weddings, dinners, holiday celebrations and other such activities.</p> <p>(Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc.)</p>
<p>Class V</p> <p>Fair Market, For Profit, Commercial/ Non-Profits Business Facility Use</p>	<p>This Classification shall apply to any commercial profit or non-profit organization or any other group that either conforms with the following definition, or does not fall within any other classification under “Class Definitions”</p> <p>This classification applies primarily to organizations or groups whose motives, objectives and operational structure are:</p> <ol style="list-style-type: none"> a. To make a profit, including non-school sponsored fundraisers b. Operate primarily on paid personnel; and/or c. Charge admission and/or other participation fees: the proceeds of which will be spent for other than charitable or welfare purposes <p>(Fees- Per Fee Schedule. The purpose and objective of charging fees is to collect an approximate fair market rental value for the use of the school facilities. Fees- Per Fee Schedule, to cover the school’s “actual costs,” which include personnel costs associated with maintenance, supervision and security for the activity, utilities and supplies, etc. and an additional amount to be used by the school for improvements and maintenance of school facilities.)</p>

ALPINE SCHOOL DISTRICT FACILITY USE APPLICATION FOR PERMIT

Complete application and payment must be submitted for ASD approval no less than ten (10) business days prior to requested use.

APPLICATION INFORMATION DETAILS

Renter, Group/Organization:				Contact Person:
Contact Email Address:				Contact Phone:
Billing Address, City, State, Zip Code:				
Date(s) and Time(s) of requested use:	Date(s)	Starting Time	Ending Time	=Hours
(To add additional dates and times-Pg. 9)				
+30 minutes prior and following event is minimum requirement				
Purpose of Requested Use:				Total:
Name of Requested School:				
Requested Facilities:				
Special Equipment Requested:				
Additional Personnel Requested:				
Estimated Attendance at Event:	# of Participants:		# of Attendees:	
Will an admission or participation fee be collected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Estimated Income:	

ACTIVITY SUPERVISORS

(Renter must provide two adult supervisors, minimum age 21, who must remain on the premises at all times to supervise participants and attendees.)		
	Printed Name	Phone Number
1		
2		
Alternate		

CLASSIFICATION

<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	<input type="checkbox"/> Class III	<input type="checkbox"/> Class IV	<input type="checkbox"/> Class V
District Sponsored Facility Use	City/Government Sponsored Facility Use	Non-Sponsored (Developmental Program) Facility Use	*Charitable Entity Facility Use	Fair Market Use For Profit/Commercial Business Facility Use

COSTS ITEMIZED (Rate based on "Facility Use Fee Schedule")

At the discretion of the administrator/District, additional personnel may be needed for large events. Administration or other staff may be assigned and additional charges added. If kitchen is used, Food Service personnel charges will be charged after event and are due within 10 days.			
Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Facility:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Personnel-Staff/Student:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Personnel-Staff/Student:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Equipment:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Other:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
Other:	<input type="checkbox"/> Per Day Rate (8 hours): \$_____ +	<input type="checkbox"/> Per Hour Rate: \$_____ x (_____ hrs) =	\$
PLEASE MAKE CHECKS PAYABLE TO (School Name): _____			TOTAL FEE DUE: \$

Documents & Fees Checklist

- Latest version of "ASD Facility Use Application For Permit" (this form)
 - Certificate of Liability Insurance (listing Alpine School District as certificate holder & additional insured)
 - Indemnification Agreement
 - Facility Use General Regulations Agreement
 - Rental Fee (Payable to "School Name")
 - *501(c)(3) IRS Determination Letter (for Class IV only)
- ❖ Properly filled out **forms** and **full rental fee payment** must be received by the **School Administration** no less than **ten (10) business days prior to requested use**.
- ❖ All Applications are reviewed by the Alpine School District Administration. Upon approval, applicant will be notified by the school administration.
- ❖ *The Alpine School District will approve classification of certain 501(c)(3) organizations for Class IV (Charitable Entity Facility Use) or Class V (Fair Market --For Profit/Commercial Business Facility Use). Additional financial information may be requested. Those denied will be given a right of appeal.

Signed

"The rules and regulations for the use of school facilities have been read and are understood along with all provisions of the rental application."

	Printed Name	Signature	Date
Responsible Renter Party			
ASD School Administrator			
ASD District Administrator			

For School Use					
Total Rental Fees	Facility Use Fees Split With District	Non-Facility Use Fees-No Split	20% Facility Use to ASD (Class III, IV & V)	80% Facility Use to School (Class III, IV & V)	100% to School (Class II)

For District Use	
Date Received:	<p style="text-align: center;">Permit Status</p> <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> School Contacted

FACILITY RENTAL GENERAL REGULATIONS

1. The request for school facilities shall not interfere or conflict with the educational programs.
2. The possession or use of alcohol, tobacco, and narcotics shall not be permitted within 1,000 feet of any school facilities, or property.
3. Shoes with cleats or plates are not permitted in school buildings. Props & supplies must be approved.
4. Renter must provide two adult activity supervisors who will be on the premises during the entire rental period. These renter-designated supervisors shall be responsible to see that all building rental rules, regulations, and laws are adhered to by participants and those attending; any violations will be reported to the school representative who will notify school administration. The adult activity supervisor will be available to resolve any issues that arise during the event or may be reported by school representative. (Principal or the ASD Building Rental Committee may require multiple activity supervisors.) A representative of the school district, usually a custodian, will be present on the school property the entire time period whenever an authorized activity is taking place, will secure the building, and will report violations. If the custodian is pulled away from duties excessively, additional charges may be levied. The ASD or representative is not responsible for any criminal activity that takes place during the activity.
5. Whenever the rules and regulations have been violated, the school, with the approval of the Building Rentals Committee, may revoke the permit to use the facilities and refuse to consider future building rental agreement permits.
6. All building rental agreements/permits are for specific facilities and hours. It is the responsibility of the applicant to see that unauthorized portions of the properties are not used and the premises are vacated as scheduled.
7. The district assumes no liability for personal injury or property damage. Persons or organizations using any part of the school properties are required to obtain public liability insurance. District insurance protects only the District. In some circumstances a rider may be added to an individual's homeowners insurance. Groups or individuals work directly with the vendor to obtain a Certificate of Insurance. The Certificate of Insurance must list Alpine School District as an additional insured. Additional information can be found at alpineschools.org.
8. Additional fees may be levied equal to the actual replacement, repair, or clean-up cost for any loss, damage, or condition resulting from any activity above normal wear and tear. Any custodial clean up above normal wear and tear will be billed at one and a half times the regular rate.
9. Persons or organizations using the school premises, including a stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, ceiling balance, counterweights system, or switchboard, except when under the direct supervision of the designated school employee. Where the stage is to be used, full details of equipment and personnel needed must be furnished with the application.
10. All functions shall close by 10:30 p.m., unless special permission is secured in advance from the principal.
11. A food service employee approved by the Director of Food Service must be present any time a kitchen is used. The food service employee will be paid salary plus 10% for each hour. After the event, the Food Services Department will invoice separately for charges incurred—charges are due within 10 days of invoicing. The sale of concessions requires supervision by a person licensed with a "food handler permit."
12. All fees and any wages for district personnel need to be submitted with the application. If additional charges are levied by the school or district, they are due within 10 days of being invoiced.
13. If the event is sufficient in size, an hourly rate may be added to fees for administrative aid, at the discretion of the principal or the Building Rentals Committee. This may be an assistant principal or other administrator. See schedule for current rate.

The rules and regulations for the use of school facilities and the rental application permit have been read and are understood.

Renter Signature: _____ (Must be 21 years or older) Date: _____

Print Name/Organization: _____ / _____

ALPINE SCHOOL DISTRICT INDEMNITY AGREEMENT

Indemnity

I, the undersigned, on behalf of myself and my organization/group/company, undertake and agree to indemnify, hold harmless and at the option of the Alpine School District (the "District"), defend the District and any and all of its Board, officers, directors, agents, representatives, employees, assigns, affiliates, and successors in interest from and against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, liabilities or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any of my or my organization's/group's/company's/persons, employees, agents, and volunteers, or damage or destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of any District facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the District's facilities and property except for the sole negligence of the District, or its Board, officers, agents, representatives or employees.

Insurance

I shall furnish evidence of the following coverage to the District prior to the commencement of the utilization of the facilities and/or property.

General Liability Insurance: evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar (\$1,000,000) each occurrence and three million dollar (\$3,000,000) general aggregate limit. Evidence of requested insurance should clearly show Alpine School District as the certificate holder and as additional insured.

Signature

I, for and on behalf of my organization/group/company, have carefully read and understand the contents of the foregoing language, and I and my organization/group/company specifically understand and intend it to cover any and all use of the Alpine School District's facilities and property by employees, volunteers, patrons, residents, and all others authorized by me or my organization/group/company.

Renter Signature: _____ (Must be 21 years or older) Date: _____

Print Name/Organization: _____ / _____

Title: _____



575 NORTH 100 EAST AMERICAN FORK, UTAH 84003-1758 (801) 610-8528 Fax (801) 610-8516

Alpine School District
City Recreation Facility Rental Agreement
Beginning Fall 2018

All Gyms (HS, JH, Elementary)

Weeknights: (Or any time a custodian is already working at the school.)

Cost: \$10.00 per gym per hour

Saturdays: (Or any time a custodian is not already working at the school.)

Cost: \$10.00 per gym per hour plus custodial

***\$45 per hour in high schools**

***\$41 per hour in junior high/middle schools**

***\$38 per hour in elementary schools**

Custodian will provide the following:

1. Radio for city supervisor
2. Gym will be set-up (bleachers out if needed)
3. Check restrooms and trash cans every hour
4. Check in with city supervisor once an hour

Tennis Courts

Cost: \$20 per hour for all courts

All Other Facilities

As per current ASD Facility Use Fee Schedule

We appreciate the partnership we have with the cities within the boundaries of Alpine School District. If you have any questions or concerns, please contact Rhonda Bromley or Mike May at the Alpine School District Offices.

PACE - Section 6

-Athletes -

ASD Eligibility Requirements

UHSAA Eligibility

Register My Athlete

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

Alpine School District Eligibility Requirements

1. Alpine School District follows the Utah High School Activities Association policy concerning academic eligibility.
2. If a student is home schooled or attends a charter school and lives within the boundaries of a secondary school in ASD, they are eligible to participate.
3. “Full Time” status in Alpine School District is taking 6 out of 8 classes (not including release time).
4. A student can be a “school to school” and remain eligible to participate. Their “home” school is the one where their school records reside.
5. Athletes must complete the “Register My Athlete” process with the UHSAA in order to be eligible to participate.

Utah High School Activities Association - Eligibility

SECTION 8: Scholastic Rule A.

To be eligible to participate in Association sanctioned activities, a student:

1. Must be a full-time student in the school he or she intends to represent, or otherwise comply with all Utah State Board of Education dual enrollment requirements;
2. Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class); and, must have obtained a minimum grade point average (GPA) of 2.0, for the preceding grading period, based on a 4.0 scale or its equivalent.
 - a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.
 - b. The scholastic regulations apply to students who are entering high school for the first time. They also apply to any ninth-grade student at a junior high or middle school who has established eligibility at a member high school as provided in these by-laws.
 - c. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error. d. These scholastic regulations are the minimum required for participation in Association activities. Nothing in this rule shall prevent local boards of education or governing boards of charter or private schools from establishing standards, related with grades, that exceed those of the Association. Any such rule, however, is not binding on the Association.

Academic Eligibility Verbiage:

Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class); and, must have obtained a minimum grade point average (GPA) of 2.0, for the preceding grading period, based on a 4.0 scale or its equivalent. a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.



Instructions For Parents

Register My Athlete allows parents to register their student-athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

1. **Find Your School:** Find your school by going to <http://registermyathlete.com/schools/>, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
2. **Create an account:** Now begin creating your account by clicking the "Create An Account" button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
3. **Add a new athlete:** The next step is to add an athlete. You can do so by click the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" underneath the "My Athletes" tab. This only needs to be done once during your athlete's entire career. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
4. **The athlete's profile:** After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
5. **Register for a sport:** Click "+ Register For A Sport" to begin registration, you will be asked to choose which sport your athlete is registering for.
6. **Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, completing the physical, and answering the UHSAA's tryout checklist.
7. **Physicals:** The UHSAA requires physical exams annually. Parents may download the appropriate physical form from RegisterMyAthlete, take it to a physician, and then upload it onto RegisterMyAthlete or turn it in to the school in person.
8. **Complete registration:** Your registration is complete once all items on the checklist have been completed.
9. **After registration:** After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

Additional Athletes

If you have additional student-athletes to register, you can repeat steps 3-8 for them under your same account.

Future Seasons & Years

During the following years, once your athlete has been added to your account, you only need to follow steps 5-8 to register for sports.

PACE - Section 7

-Coaches/Advisors-

ASD Coach and Advisor Expectations

Addendas – In Season/Out of Season – Facility Use

Emoluments

Register My Coach

The mission of Alpine School District

Athletics and Activities

is to provide extracurricular opportunities to students,

that result in experiences that

develop life skills and lessons including character and

development, sportsmanship, mutual respect,

teamwork, resiliency,

skill development and a feeling of connection with

respective schools and community.

Alpine School District Coach/Advisor Expectations

A coach/advisor in Alpine School District will.....

- A. be aware that they have a tremendous influence on the students and should never place the value of winning above the value of instilling the highest ideal of characteristics.
- B. treat parents, officials and students with respect.
- C. use appropriate language during practices and competitions.
- D. follow the ASD **Scope of Employment Policy No. 4042**
- E. strive to set an example of the highest ethical and moral conduct.
- F. follow all policies and procedures found in PACE.
- G. follow all UHSAA policies and procedures.
- H. teach values, character and lifelong lessons beyond the elements of the specific activity or sport.
- I. promote the entire interscholastic program of the school and district and direct the program in harmony with the total school/district vision.
- J. exert his/her influence to enhance sportsmanship by spectators and students.
- K. represent his/her school and Alpine School District in a positive and professional way.

ASD Coach/Advisor Addendas / Facility Use

Coach/Activity Addenda:

The addenda covers all activities and duties during the scheduled season and all administrative duties out of season. This includes post-season regional or national events if a team is invited or chooses to attend.

The point base for fiscal year 2018-19 was increased by 4% over the prior fiscal year.

Assistant coaches listed on the official extra-curricular addenda form will receive 67% of the head coach addenda.

To receive longevity steps, the years must be continuous years in Alpine School District and coaching the same sport.

Camps/Clinics:

Coaches/Advisors can be paid for camps and clinics using a published rate of pay as long as the funds generated support it. Coaches/Advisors can be paid for eight hours a day up to up to forty hours a week. Any camp/clinic that would exceed eight hours a day or forty hours a week must be approved by the principal and supervisor for extended pay.

Facility Rental:

The public, including coaches, can rent the facilities for camps and clinics. All building rental agreements must be signed and paid for in accordance with the building rental policy. Coaches must complete the proper paperwork if they choose to rent the facilities to run a camp or clinic.

Clinics can be held during the season with guest clinicians/coaches, however, ASD coaches and advisors cannot be paid for a clinic during the season because it falls within the duties covered by the addenda.

Facility Use:

In season, school sponsored programs have priority for building use. The building cannot be used by non-school sponsored groups or programs without a rental agreement in place.

**Alpine School District
Fiscal Year 2018-19**

Schedule A - Extra Hourly and Addenda Pay Summary for Certified Staff

1. Extracurricular Addendas (Certified Policies #4030 & #4031)	See Schedules B & C
See Schedules B & C	
2. Activity Supervision	\$ 10.00 /hr (school staff)
- e.g. ticket sales, crowd supervision, dance supervision, scorekeeper, timer, P.A. announcer	
3. Adult Education	
- Adult HS Completion Teacher:	\$ 29.21 /contract hr
- Part-time East Shore High:	\$ 29.21 /hr
4. Teach Hourly	\$ 29.21 /hr
- Less than 1/2 time, teaching in a classroom (non-contract)	
5. Curriculum	\$ 21.03 /hr
6. Secondary Substitute Pay (Teachers covering during their Prep)	\$ 36.44 /period
7. Home and Hospital Bound	\$ 21.03 /hr
- Plus mileage to and from child's home and school at IRS standard mileage rate	
8. Inservice Instructor	\$ 21.03 /hr
9. Advanced Placement	\$ 21.03 /hr
- For extra hourly help	
10. Driver's Education	
- Administrative amount per card:	\$ 6.00
- Student Allotment:	\$ 95.00
Proposals: Pay per student to instructor ~\$30.00 per student for outside of regular school hours.	
If a student does not pass the classroom portion with 70%, they must pay the classroom portion (\$45.00) to retake class. This implies for instruction outside of regular school hrs. The class instructor will meet all expectations to help a student succeed in the program.	
Instructors will be paid 50% for students that do not complete the behind the wheel portion but has completed the range portion. This will be paid after the student has been in the incomplete file for a min. of four months.	
11. Mileage	IRS Standard Mileage Rate
12. Summer School (see policy #4050)	\$ 36.44 /hr
13. Summer Band	Paid the same as summer school
14. Clear Creek Certified	\$ 1,000 /wk Certified Instructor
	\$ 1,000 /wk Certified Head Instructor
15. Bantam Basketball Supervision	\$ 17.00 /hr

All people who have a contract with the District should record their extra time on a time card and submit to the school secretary.

People who work for the district without a contract should keep a time card and submit it to the school secretary.

Hourly rate changes are effective as of the next full time and attendance period after new rates are approved.

Alpine School District
Fiscal Year 2018-19

Schedule B - Extracurricular Addendas
High Schools
Use Account Number YR.23.LOC.0000.3310.0134.000000.00

Men's Basketball		
	<u>Points</u>	
HEAD	23	\$ 2,846
Asst. (2)		\$ 1,907

Women's Basketball		
	<u>Points</u>	
HEAD	23	\$ 2,846
Asst. (2)		\$ 1,907

Men's Football		
HEAD	27	\$ 3,341
Asst. (5)		\$ 2,238

Women's Track		
HEAD	18	\$ 2,227
Asst.		\$ 1,492

Men's Wrestling		
HEAD	19.5	\$ 2,413
Asst.		\$ 1,617

Women's Volleyball		
HEAD	19	\$ 2,351
Asst. (2)		\$ 1,575

Men's Baseball		
HEAD	18.5	\$ 2,289
Asst. (2)		\$ 1,534

Women's Softball		
HEAD	18.5	\$ 2,289
Asst. (2)		\$ 1,534

Men's Track		
HEAD	18	\$ 2,227
Asst.		\$ 1,492

Women's Soccer		
HEAD	16.5	\$ 2,042
Asst. (2)		\$ 1,368

Men's Soccer		
HEAD	16.5	\$ 2,042
Asst. (2)		\$ 1,368

Non-Athletic Addendas		
Ballroom	11.5	\$ 1,423
Color Guard	11.5	\$ 1,423
Dance - Fall	11.5	\$ 1,423
Dance - Winter	11.5	\$ 1,423
Debate	14	\$ 1,732
Drama - General	16	\$ 1,980
Drama - Musical	17	\$ 2,104
Drumline - Fall	11.5	\$ 1,423
Drumline - Winter	11.5	\$ 1,423
Instru Music (Band)	18.5	\$ 2,289
Marching Band - Fall	20.5	\$ 2,537
Marching Band - Summer	18.5	\$ 2,289
Newspaper	9.5	\$ 1,176
Orchestra	15.5	\$ 1,918
Pep Club/Drill	14	\$ 1,732
Student Council	18.5	\$ 2,289
Vocal Music	17.5	\$ 2,165
Winter Guard	11.5	\$ 1,423
Yearbook	9.5	\$ 1,176

Tennis		
Men's HEAD	13.5	\$ 1,670
Women's HEAD	13.5	\$ 1,670

Cross Country		
Men's HEAD	14.5	\$ 1,794
Women's HEAD	14.5	\$ 1,794

Discretionary Fund		
	39.334	\$ 4,867

Golf		
Men's HEAD	12.5	\$ 1,547
Women's HEAD	12.5	\$ 1,547

Swimming		
Men's HEAD	16.5	\$ 2,042
Women's HEAD	16.5	\$ 2,042

Cheer - Fall		
HEAD	18	\$ 2,227
Asst.		\$ 1,492

Cheer - Winter		
HEAD	18	\$ 2,227
Asst.		\$ 1,492

1 Point = \$ 123.74

The point base for fiscal year 2018-19 was increased by 4% over the prior fiscal year.

If an assistant coach is listed above, they will receive 67% of the head coach addenda

Longevity Steps - All coaches will receive the following longevity steps. *The time must be continuous years in Alpine School District and be in that sport.*

- 1-5 years = base amount
- 6-10 years = base amount plus 25%
- 11-15 years = base amount plus 50%
- 16 or more years = base amount plus 100%

**Alpine School District
Fiscal Year 2018-19**

**Schedule C - Extra Curricular Addendas
Junior High Schools / Middle Schools**

Use Account Number YR.23.LOC.0000.3310.0134.000000.00 (same as High School)

Men's Basketball		
	<u>Points</u>	
HEAD	16.5	\$ 2,042
Asst.		\$ 1,368

Women's Basketball		
	<u>Points</u>	
HEAD	16.5	\$ 2,042
Asst.		\$ 1,368

Men's Track		
	<u>Points</u>	
HEAD	13	\$ 1,609
Asst.		\$ 1,078

Women's Track		
	<u>Points</u>	
HEAD	13	\$ 1,609
Asst.		\$ 1,078

Cross Country		
	<u>Points</u>	
Men's HEAD	10	\$ 1,237
Women's HEAD	10	\$ 1,237

Non-Athletic Addendas		
	<u>Points</u>	
Newspaper*	3	\$ 371
Yearbook	8	\$ 990
Drama - General**	6.5	\$ 804
Drama - Musical**	8.5	\$ 1,052
Student Council***	5	\$ 619
Orchestra	4	\$ 495
Choir	5	\$ 619
Band	5	\$ 619

Intramurals		
	<u>Points</u>	
HEAD	6.5	\$ 804

Discretionary Fund		
	23.622	\$ 2,923

1 Point = \$ 123.74

- * If a monthly newspaper/If bi-monthly 1/2 pay
- ** Single one-act play, if practices are after school
- *** If requires after school responsibilities

The point base for fiscal year 2018-19 was increased by 4% over the prior fiscal year.

If an assistant coach is listed above, they will receive 67% of the head coach addenda

Longevity Steps - All coaches will receive the following longevity steps. *The time must be continuous years in Alpine School District and be in that sport.*

- 1-5 years = base amount
- 6-10 years = base amount plus 25%
- 11-15 years = base amount plus 50%
- 16 or more years = base amount plus 100%

Emoluments

Emolument: profit arising from an office, position or employment, usually in the form of fees, wages, bonuses, or kick-backs.

1. Coaches/Advisors will follow **Policy 1313** concerning gratuities.
2. Utah Code provides that “A person is guilty of receiving or soliciting a bribe if that understanding or agreement that the purpose or intent is to influence an action, decision, opinion, person asks for, solicits, accepts, or receives, directly or indirectly, any benefit with the recommendation, judgment, vote, nomination, or exercise of discretion, of a public servant, party official, or voter.”
3. As per district policy, employees of ASD shall neither offer nor accept gifts which might reasonably be interpreted as an attempt to influence the conduct of district business.
4. Promotional items or advertising items may be accepted provided the item is widely distributed to other individuals, district and firms having essentially the same business relationship with those offering.
5. When any reasonable doubt or question exists about the acceptance of a gratuity, speak with the administrator.
6. When a gratuity is offered under circumstances which might reasonably be interpreted as an attempt to influence the conduct of district business, it should immediately be reported to the school administration.
7. As per state law, a coach/advisor should not accept gifts, food, clothing, services or payments from vendors or potential vendors in excess of \$10 at any one time or \$50 total during a single calendar year.
8. A coach/advisor may receive a gift in any form from a student, team member or their families as long as it does not exceed \$50 in value.
9. District employees may not use the district as a purchasing agent for personal purchases even if the employee intends to reimburse the district.



Quick Start Guide for Head Coaches/Sport Administrator's

1. All Head Coaches must create an account and be in the system before they can be made a Head Coach of a particular team. Click "Create An Account" at the Login page and complete the registration process.
2. Once your account is created, an administrator in the system, usually your Athletic Director, will make you the Head Coach of your sport.
3. When you login, your home page will have options on the left; Store, Announcements, Sports, and Transfers. Click on the "Sports" tab, if your sport is football, then click on "Football" and you will be taken to the Football home page. From here, you will have complete access to manage your various teams within football such as Varsity, JV, Freshmen, etc.
4. Under "Athlete Options" you can view team member injuries and health concerns, as well as print your team roster, and emergency contact lists.
5. At the top, you can click "Create New Team", which is where you can create teams such as Varsity, JV, Freshmen, etc. You will only need to do this once.
6. Under "Admin Options" you can make one of your coaches a "Sport Admin" which means they will have the same access as the Head Coach and are able to manage day to day maintenance as required.
7. Under "Sport Options" you will be able to view required documents for your sport that parents will read and agree to, as well as view current athletes who have registered, and view their progress in the registration process.
8. "ADD ATHLETES TO A TEAM" is where you can now create your team rosters. After clicking on a roster such as Varsity or JV, all students who have completed the registration process (signed docs, turned in physical, paid fees) may now be added to the team. Check the players you want to add, and then click "Add Selected Athletes", and they will be added to that teams roster. You can also add their team number and position when ready.

*Custom emails are only enabled for schools paying an annual subscription fee



Quick Start Guide for School Admins

1. Create an account at your school. Have an administrator at the school give you admin rights. Log back into your account. From this point forward, you will be able to assign the other admins - please limit administrative rights on your system to appropriate individuals.

2. Add new Admin

After an administrator has created their account, login to your account and Click:

Settings-->Administrators-->Add New Administrator - and type the name of who you are adding as an admin. After locating the person, click +Admin. You must have your admin register before adding them.

3. Add Head Coach

After a coach has created their account, login to your account and Click:

Settings-->Head Coaches-->Edit and type the name of who you are adding as a coach in the appropriate sport. Select their name. Scroll to the bottom of the page and click 'Update Head Coaches.' You must have your coach register/create their account before adding them.

4. Edit Sports & Registration Fees

Click the 'Sports' tab on the left-side menu. Either click, + Create New Sport, or click on the name of a sport already listed. After clicking on a sport, click 'Edit SportName' at the top of the screen to change registration fees and the season the sport is a part of. This is the list of sports students will be able to register for when the sport is enabled. Make sure to enable and disable the UHSAA tryout checklist as needed. It is not needed for non-UHSAA sports such as lacrosse or rugby.

5. Documents & Athlete Physical Forms*

Under Settings-->Documents, click + New Document. Upload your PDF from your computer, name the document (i.e. Concussion Policy, Sportsmanship Policy) and click which sports & grade levels are required to view the document. Choose what academic years this document should be tied to. Click add this document. *Physicals should be uploaded separately* under 'Settings-->Physical Documents.'

Remember the new UHSAA policy in effect for 2014-15 requiring an annual physical prior to competition. Students & Parents can upload their physicals for review rather than turn them in in-person. *If you are paying the annual subscription fee, your documents can be e-signed and never need to be printed. If you are not paying the annual fee, you can upload documents here but your students will be required to print these documents, sign them, and bring them to you in person. Physicals will need to be printed by students regardless, but paying schools can upload the documents into the system after the student brings it back with a physician's signature.



Quick Start Guide for School Admins

6. Announcements

Click the 'Announcements' tab on the left-side menu. Announcements are viewed by everyone as they log in to the system (parents, coaches, & admins). Click '+Create New Announcement' and type your message. When you make the announcement you have the option to also send it via email to everyone registered at your school. Enable/disable announcements as needed.

7. Managing Eligibility

On a sport page, under Admin Option, click Manage Eligibility. Here you can make your manual eligibility checks in case certain students were not correctly flagged as transfers, or if you need to mark students ineligible for another reason such as academics or citizenship.

10. Let Students Register

Let students register online once all of your settings and documents are configured. You may want to put your school specific RegisterMyAthlete URL directly on your school's home page.

11. Transfers

On the transfers tab, you can view all students who need to complete a UHSAA Transfer of Eligibility Waiver based on their answers to the tryout checklist. You can view the status such as 'In Progress', 'Submitted for School Approval', 'Approved', or 'Missing Info.' Clicking on a name allows you to enter the transfer form and help review the form or upload documentation if needed.

All transfers that say 'Submitted for School Approval' need to be clicked on by you. Then scroll to the bottom and click 'Submit' to send the waiver to the UHSAA after confirming the right documents have been attached and the student is currently enrolled at your school. Now the waiver can be reviewed by the UHSAA. When received by the UHSAA it will say 'Submitted to UHSAA' and/or 'Under Review.' After review, the status will change to Approved, Denied, Sport Season, or Academically Ineligible. Email notifications will also be sent to all of your system's administrators once a decision has been made.

View outgoing transfers by changing the filter on your transfers tab to 'Outgoing.' Click on a name to review their transfer. Alert the UHSAA if you believe the information is inaccurate or lacking.

LICENSED TEACHERS, UHSAA COACHES TRAINING AND SUPERVISION OF STUDENTS

SECTION 1: Coaches' Certification

All coaches (paid or nonpaid) shall be certified prior to coaching. The responsibility for verifying the certification of the coaches lies with the schools, districts or governing boards of charter or private high schools.

A. The Utah High School Activities Association (UHSAA) and the Utah State Board of Education (USBE) requires that all individuals employed or acting as coaches meet specific training and certification requirements outlined by the UHSAA and USBE.

B. Requires successful completion of the NFHS Concussion Course.

C. School districts must verify compliance with all eight components required for coaches' certification.

(To confirm a coach has completed the NFHS Fundamentals of Coaching and the yearly NFHS Concussions course, go to nfhslearn.com and click on "User Lookup" in the top right hand corner.

D. The "Fundamentals of Coaching" course shall be completed prior to coaching. Head coaches and paid assistant coaches with a major, minor or endorsement in physical education or dance and/or a minor in coaching are not required to take the "Fundamentals of Coaching" course.

E. Head coaches are required to attend the live UHSAA Rules clinic, or take the online UHSAA rules clinic applicable to his/her sport. Failure to complete the UHSAA sport-specific rules clinic will be a fine of \$50. Head coaches will be given a new deadline to complete the online clinic. If the clinic is not completed by the second deadline, schools will be fined an additional \$100.

SECTION 2: Supervision of Students

A licensed faculty member or full-time faculty member must accompany his/her teams or students to all UHSAA state tournaments, meets or festivals for which they have qualified to participate unless arrangements are made with the Executive Director in advance for students to be under the supervision

Coaches' certification includes eight components and shall be completed prior to the start of any coaching.

The eight (8) components are:

- 1) Background Check: Certified teachers can access a copy in their CACTUS account. Para professional coaches contact District Fingerprinting at 801-610-8586 to set appointment or request a copy.*
- 2) First Aid Training: District training offered (check with your AD), valid for two years.*
- 3) CPR Training: District training offered (check with your AD), valid for two years.*
- 4) Yearly Concussion Training: visit NFHSlearn.com, create an account, take free NFHS Concussion course.*
- 5) Yearly Child Sexual Abuse Prevention Training: visit <http://pcau.enspark.com>, create an account, take the training.*
- 6) Yearly Bullying, Cyber-bullying, Hazing, Harassment, and Retaliation Training: Review and e-sign the district e-doc in your Register My Coach account.*
- 7) NFHS "Fundamentals of Coaching" course: District training offered (check with AD), one time requirement.*
- 8) Meet a set of professional standards that are consistent with the Utah Educator Professional Standards: Review and e-sign State document in your Register My Coach account.*

PACE - Section 8

-Non HS Sports-

Junior High/Middle School Athletics
9th Grade Athletes

HS Athletic Conditioning Class Periods
Feeder Programs

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

ASD 9th Grade Sports/Feeder Programs

Junior High/Middle School Sports Programs:

Alpine School District sponsors cross country in the fall, basketball in the winter, and track in the spring at the junior high/middle schools for both boys and girls.

9th grade student-athletes playing on a high school team

Criteria for a 9th grade student to be brought up to play a sport at the high school:

1. There should be communication between the high school coach/administration and the junior high/middle school administration.
2. The decision should be made based on what is in the best interest of the student-athlete.
3. The skill-set of the student should be at the high school level.

*9th grade basketball try-outs at the junior high/middle school will be held the Wednesday after high school try-outs, to accommodate students that wish to try out for the high school team.

Feeder Programs

1. Freshman Volleyball:
Freshman teams (as designated by the varsity head coach) are official “feeder” programs. After school-sponsored events and practices, the freshman team will have priority (over other non-school related events), in season, for limited practices without being charged. Volleyball matches will pay a “rental” fee of \$1,000 for the season, to cover the cost of the custodian and utilities. All money should go through the school.
2. Wrestling:
The wrestling room can be used for practices (with employee supervision) free of charge. Wrestling matches/tournaments will pay a “rental” fee to cover the cost of the custodian and utilities (Class 3 Rate). All money should go through the school.
3. Freshman Baseball:
In the Spring of 2018, a vote was taken by all ASD Secondary Schools and the decision was made NOT to “own” Freshman Baseball.

Please make sure there is an understanding of the following procedures as it pertains to freshman baseball:

*The baseball field will be rented to the freshman team for use during the season for all practices and games. The freshman team will help take care of the field. The cost will be \$100 per season (fall, spring, summer).

*No money will run through the school. Purchases of any kind do not go through the school.

*District policies about transportation, fundraisers or finances do not apply. 9th grade players will not be required to participate in fundraising for the high school program

ASD Athletic Conditioning Class Period **9th Grade Student Athletes**

The following guidelines are for 9th grade student athletes that attend a junior high or middle school in Alpine School District.

“No students interested in their prospective sport may play or practice that sport during an athletic period, except after the official beginning practice date or the beginning competition date, if no beginning practice date is established. Teaching proper stroke mechanics will be allowed prior to the start date in swimming to allow for the safety and education of individual participants and not the coaching and competitive training of teams.” (UHSAA Handbook 2.2.4)

District guidelines for 9th grade student-athlete enrollment in an athletic conditioning class are:

Athletic teams that hold tryouts:

1. 9th grade students that are interested in trying out for a high school athletic team, are encouraged to have a PE class at the junior high school during A4 or B4 (Depending on HS conditioning class).
2. Current 9th graders can enroll in the high school athletic class once they have participated in tryouts and been selected to the team. This is done by submitting a School-to-School form. They also remain in the class after the season is over and for the remainder of the current grading period. At the end of that grading period they can transfer back to their respective junior high/middle school. Athletic class periods will be A4 for female student athletes and B4 for male student athletes (unless a sport specific change is needed as per the individual school).

Athletic teams that do not hold tryouts:

9th grade student athletes will be enrolled pending coach and administrative approval.

PACE - Section 9

-Athletic Trainers-

Expectations Training Room

*The mission of Alpine School District
Athletics and Activities
is to provide extracurricular opportunities to students,
that result in experiences that
develop life skills and lessons including character and
development, sportsmanship, mutual respect,
teamwork, resiliency,
skill development and a feeling of connection with
respective schools and community.*

ASD Athletic Trainers
Evaluations – Prevention – Rehabilitation - Treatment

Game Expectations:

Fall:	Football (3 Levels) Girls Soccer (Varsity) Volleyball (Varsity)
Winter:	Wrestling (2 Levels) Girls Basketball (2 Levels) Boys Basketball (2 Levels)
Spring:	Boys Soccer (Varsity) Baseball (Varsity) Softball (Varsity) Lacrosse (2 Levels)

Competitions not covered: G&B Tennis, G&B Golf, Swim, Drill, Cross Country, Cheer, Track
*Athletic Trainers will cover cross country and track invitational meets where it involves three or more schools.

Training Room Hours: 1- 5:30 PM M-F (School Days)
*During fall football and soccer through 6 PM

Travel: Athletic Trainers will travel with Varsity Football Only.

Season: The “season” for Athletic Trainers will begin the first day of UHSAA and end with the end of baseball season. (Begin with girls soccer/end with baseball.)

Additionally, Athletic Trainers will be paid for summer camps and tournaments at their established rate of pay.

State Tournaments: When state tournaments overlap with the next sports season, trainers will cover the state tournament.

Holidays: School Holidays are non-working days for the Trainers. Schools can pay them for help during this time at the established rate of pay.

Mileage: Schools should pay mileage for trainers when it is necessary that they drive themselves to required events. Trainers should ride the bus with the team when possible.

Expectation of Trainers:

Evaluations – Prevention – Rehabilitation - Treatment

- *Athletic Trainers are responsible for injury reports and tracking.
- *Confidential medical records need to be locked up.
- *Return to Play calls – as per state risk management. (This includes concussion protocol as per state law.)
- *Facility Concerns (Private Area – Treat Facility with Respect)

Established Rate of Pay for Trainers: \$36.44 per hour

PACE - Section 10

-Misc -

Lacrosse

Title IX

Transgender Students

Weather Conditions

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skill development and a feeling of connection with
respective schools and community.*

Alpine School District Lacrosse

Alpine School District is excited to officially start lacrosse in our high schools beginning the 2020-21 school year. This is one year after the state has sanctioned that lacrosse will begin. We have pushed it back one year for two reasons: 1) we need to make sure we transition lacrosse into our schools properly, including training of coaches and booster clubs, and 2) we need to have the resources in place for the students that will be involved. This includes equipment, uniforms, fields, coaches, etc.

As we met with leaders of lacrosse in our ASD communities, we committed to them that all of our schools will “work with them” until lacrosse officially begins in 2020-2021. We want to make sure that we are all on the same page with the definition of “work with them.”

1. Lacrosse teams will be in the yearbook.
2. Game schedules and results will be shared on announcements and in social media the same way other sports are promoted.
3. The lacrosse teams will be allowed to hang signs in the school promoting try-outs, games and activities.
4. Individual honors will be recognized the same way a school does with other sports (i.e. all-state, MVP, etc.)
5. The lacrosse teams are allowed to hold meetings at the school free of charge. This needs to be done during the time a custodian is already working in the building.
6. Once school sports and events have been scheduled, lacrosse will be allowed to schedule **games** to be played on school fields. (Lacrosse officials should work with individual school administrators.) *The cost will be \$100 per game.
7. The lacrosse community teams have committed to continuing their current practice locations without putting a burden on the high schools for practice time. Please start planning now regarding summer camps and practices that will begin at the high schools starting in 2020-21.

Thanks for being positive in working with members of our lacrosse community. Remember that these are our students who are involved. Please contact us with any questions or concerns.

Superintendent Sam Jarman
Secondary Supervisor Rhonda Bromley
District Athletic Director Mike May

Transgender Participation UHSAA

1.1.4: TRANSGENDER PARTICIPATION

This policy addresses eligibility determinations for students who have a gender identity that is different from the gender listed on their official birth certificates. For the protection of competitive balance and the integrity of women's sports, The UHSAA will review athletic eligibility decisions based on gender assignment of transgender student-athletes in accordance with its approved policies and appeals procedures. A student shall be permitted to participate on a gender specific sports team that is consistent with the public gender identity of that student for all other purposes. In making a determination of eligibility, the UHSAA will first refer to the confirmation of the student and his or her local school regarding gender identification.

The UHSAA will require that member school districts and schools make a determination of a student's eligibility to participate in gender specific sports team for a particular season based on the gender identification of that student

(1) in current school records, and,
(2) daily life activities in the school and community at the time that sports eligibility is determined. Such decisions should be based upon the following types of evidence:

1. Documentation from individuals such as, but not limited to, parents /legal guardians appointed by a court of competent jurisdiction, friends and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;
2. A complete list of all the student's prescribed, non-prescribed or over the counter, treatments or medications;
3. Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and
4. Any other pertinent documentation or information which the student or parent(s) /legal guardian(s) appointed by a court of competent jurisdiction believe relevant and appropriate. It will be the responsibility of the member school and the principal to verify they have followed this policy when a school district submits a roster to the UHSAA.

The UHSAA will rely on such a verification to acknowledge that the school and the principal have determined that the students listed on a gender specific sports team are eligible for participation because of their gender identity and that the school district has determined that the expression of the student's gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. Students who may be affected by this policy should address the gender identification issue well in advance of the deadline for athletic eligibility determinations for a current sports season. Students shall not participate in practices or to try out for gender specific sports teams that are different from their publicly identified gender identity. Nothing in this policy shall be read to entitle a student to selection to any particular team or to permit a student to transfer from one gender specific team to a team of a different gender during a sports season. After the issue of gender identity has been addressed by the student and the school district, the determination shall remain consistent for the remainder of the student's high school sports eligibility.

Title IX **Equal Opportunity in Education**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

It is the policy in Alpine School district that school activities must be in compliance with Title IX in allowing equal opportunities for male and female students. Title IX specifically requires the following:

1. Funds should be available on a substantially proportional basis to the number of male and female participants in the school's athletic program.
2. Boys and girls shall have reasonably equal access to facilities, fields and equipment, scheduling of games and practice time, travel and per diem allowances, assignment and compensation of coaches, provision of locker rooms, awards and recognition, provision of medical and training facilities, provision of dining facilities and publicity.
3. School sponsored activities shall be reasonably equal for boys and girls. Schools must provide both the opportunity for individuals of each sex to participate in interscholastic competition, and for athletes of each sex to have competitive team schedules which equally reflect their abilities.

Compliance with Title IX may be demonstrated by meeting any one of the following three things:

1. Providing athletic participation opportunities that are substantially proportionate to the student enrollment.
2. Demonstrating a continual expansion of athletic opportunities for the underrepresented sex. This is satisfied when a school has a history and continuing practice of program expansion that is responsive to the developing interests and abilities of the underrepresented sex.
3. Accommodating the interest and ability of underrepresented sex. This is satisfied when an institution is meeting the interests and abilities of its female students even where there are disproportionately fewer females than males participating in sports.

For additional information about Title IX, please contact the ASD Student Services Department.

Weather Guidelines for Outdoor Extra Curricular Activities:

Weather guidelines apply to practices and competitions.

Lightning

At all UHSAA sanctioned events that are held at outdoor venues, the host school shall designate an individual to monitor the weather (**school principal or designee**). This individual shall meet with the head official and a designee from the opposing school prior to the contest. At that meeting the following will be discussed:

A. The Guidelines on Handling Contests During Lightning Disturbances which appears in all NFHS Rules Books:

1. When thunder is heard or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
2. 30-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
3. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.

*At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty

B. Responsibilities of the individual charged with monitoring the weather and those of the head official relative to possible weather disturbances.

C. Contingencies regarding possible suspensions of play due to lightning.

Air Quality

Alpine District school principals, in consultation with their respective athletic/activity administrators and coaches/advisors, should modify or cancel outdoor athletic events (practices and competitions) in the event of poor air quality. Administrators should use the Air Quality Index (<http://air.utah.gov>) as a reference in determining a course of action. Schools should consider removing sensitive athletes (asthma or other respiratory conditions) from outdoor practice or competition venues at an AQI over 100, close monitoring of all athletes at an AQI of over 150, and removal from outdoor practice or competition at an AQI of 200 or above.

Note: Parents/Guardians will be included and will have the final say in discussions about individual student participation.