

## SUMMER CAMP BY-LAWS AND PROCEDURES

Hereford Zone Recreation and Parks Council (HZRPC) can, at its discretion, sponsor Summer Camps that benefit the community in any athletic or recreational endeavor. A Summer Camp meeting will be held in February to acquaint the camp chairpersons with the rules and guidelines for those holding summer camps. HZRPC will contact those camps that have been held in the past year in January, and at least two weeks prior to the meeting, to inform them of this meeting. When any Summer Camp is proposed that includes a paid contractor, the following procedure should be followed.

Each camp must be sponsored by a member of the community who is not directly or indirectly related to any paid contractor involved in that camp. At that February meeting, a package should be distributed to the program chairperson that includes the following:

- 1) Summer camp by-laws and procedures
- 2) Financial procedures for depositing fees and requesting reimbursement
- 3) Tax Sample Letter
- 4) Budget form
- 5) Account definitions
- 6) Registration fee and contractor reimbursement maximums (These maximums are set by HZRPC by vote of council members)
- 7) Agreement for Independent Contractors (Recreation and Parks Directive #9)
- 8) Independent contractor agreement
- 9) Tax exempt sheet
- 10) Request for facilities letter from community supervisor
- 11) Indoor request sheet
- 12) Outdoor request sheet
- 13) Certificate of insurance form
- 14) Fingerprint cards (\$42 fee)
- 15) Volunteer code of conduct
- 16) Parent code of conduct
- 17) Any other items then required of other programs of the HZRPC either by the HZRPC or the Department of Recreation and Parks.

Satisfactory completion of all documents must be completed before a summer camp is submitted for approved to the general membership.

Registration will be held in May for all camps.

All financial transactions should be completed prior August 31, which is the end of HZRPC's fiscal year. All expenses should be accounted for prior to paying salaries of the program contractor(s). Program surpluses and deficits shall be carried over to succeeding years in accordance with HZRPC's Constitution.