

## Camps/Clinics & Facility Use Application

Thank you for your interest in creating an opportunity for our students. Currently, the camp/clinic will be a 70%/30% financial split between the camp director and the district. The camp/clinic director will be in charge of registration including collecting all the fees. In addition, the camp/clinic director must obtain a \$1,000,000 camp/clinic liability insurance policy.

### **Please adhere to the following checklist:**

- Complete the [Camp, Clinic, and Facility Use Application](#)
- You will receive a copy of your response please forward those responses to your Administrator on your campus
- Complete the [Conflict of Interest](#) if you are an employee of Gilbert Public Schools question 1, sign and date and print out

**For camps and clinics that require payment or fees for participation, please complete the following reports. Reports must be submitted no later than 2 weeks from the completion of the program.**

- Complete the [Financial Report](#) and print out
- Complete the [Expense Report](#) and print out
- 3 checks payable to Gilbert Public Schools and roster attached to financial report
- Submit all completed reports and conflict of interest to Caryn Kracinski at District Athletic Office