

Guidelines to Conduct Fee-based Activities on School District Property

- Any individual (including District employees) may request to operate a District administered fee-based activity while acting either as an employee of the District (must have prior approval from the District) or an independent contractor according to the guidelines below.
- Any individual (including District employees) may request to operate a non-District administered, fee-based activity according to the guidelines below. If a District employee, the activity may not be held during regularly scheduled work hours and there must be no conflict of interest.
- Any individual (including District employees) requesting to operate a fee-based activity through an organization, whether for-profit or non-profit, may choose to do so either as an independent contractor (District administered activity) or a non-District administered activity according to the guidelines below. If a District employee, the activity may not be held during regularly scheduled work hours and there must be no conflict of interest.
- Organizations, whether for-profit or non-profit, may request to operate fee-based activities either as an independent contractor (District administered activity) or a non-District administered activity according to the guidelines below.

	<u>District Administered Activity</u> (Sponsor becomes employee of the District) <i>Any District administered camp, clinic, program, teacher led enrichment class, one-time event or performance</i>	<u>District Administered Activity</u> (Sponsor is an independent contractor) <i>Any District administered camp, clinic, program, one-time event or performance sponsored through an independent contractor or closely affiliated organization</i>	<u>Non-District Administered Activity</u> (Sponsor is an individual, for-profit or non-profit organization) <i>Any non-District administered camp, clinic, program, one-time event or performance</i>
Salary and fee structure	Francis Howell School District collects all activity fees. FHSD keeps all fees and pays employee a salary or stipend as determined by the Human Resources Department. District-wide activities (including camps and clinics) must be run through the Facility Usage Manager. A District-wide activity is defined as a program that is open to all District students.	Sponsor collects all activity fees related to the event and pays FHSD facility usage fee. Contact Facility Usage Manager for more information on pay structure. Individual/Entity can make a profit or suffer a loss on the activity.	Individual or entity collects activity fees. Registration forms and payment may not be sent to FHSD for collection. Individual or entity pays FHSD facility usage fee as a non-district administered activity.
H.R. benefits	District matches retirement and Medicare benefits per employee certification.	None	None
In-District Promotion	May use the Francis Howell School District name in advertising. May post activity information on community and classroom bulletin boards, as well as school/District websites. May distribute activity information to students and may place in take-home folders. May be read in daily announcements. All promotional information must be approved by FHSD Communications Department and/or Facility Usage Manager before distribution in District locations.	May use the Francis Howell School District name in advertising. May post activity information on community and classroom bulletin boards, as well as school/district websites. May distribute activity information to students and may place in take-home folders. May be read in daily announcements. All promotional information must be approved by FHSD Communications Department and/or Facility Usage Manager before distribution in District locations.	May not use the Francis Howell School District name in advertising. A disclaimer must be added indicating the activity is not affiliated with the Francis Howell School District. May not post flyers on classroom bulletin boards, distribute flyers directly to students or place flyers in take-home folders without District approval. May post activity information at designated public information centers in FHSD buildings or send e-flyers through District's electronic flyer management system with disclaimer that the activity is not affiliated with or administered by the Francis Howell School District. All promotional information must be approved by FHSD Communications Department and Facility Usage Manager.

Guidelines to Conduct Fee-based Activities on School District Property, continued

	<u>District Administered Activity</u> (Sponsor becomes employee of the District) <i>Any District administered camp, clinic, program, teacher led enrichment class, one-time event or performance</i>	<u>District Administered Activity</u> (Sponsor is an independent contractor) <i>Any District administered camp, clinic, program, one-time event or performance sponsored through an independent contractor or closely affiliated organization</i>	<u>Non-District Administered Activity</u> (Sponsor is an individual, for-profit or non-profit organization) <i>Any non-District administered camp, clinic, program, one-time event or performance</i>
Materials and Resources	District provides activity materials and resources	Individual/Entity provides activity materials and resources	Individual/Entity provides activity materials and resources
Liability Insurance	Employee and activity covered by the District.	Individual or entity must provide general liability insurance for activities and participants.	Individual or entity must provide general liability insurance for activity and participants.
Background Check	District administered background check required.	District administered background check required.	Responsibility of individual or entity.
Program oversight	District reserves the right to control all aspects of activity as needed.	District reserves the right to control all aspects of activity as needed.	Activities must comply with terms set forth in Regulation 1420.
Form Required	Accurate record of time worked may be required.	Independent Contractor Agreement or Facilities Usage Agreement	Facilities Usage Agreement
Facility Usage Information	Scheduled through Facility Usage Manager. Facility usage fees not assessed. District administered activities shall always have priority over non-District administered activities. Further priorities to be determined by Regulation 1420.	Scheduled through Facility Usage Manager. Facility usage agreement is required and facility usage fees may be assessed. District administered activities shall always have priority over non-District administered activities. Further priorities to be determined by Regulation 1420.	Scheduled through Facility Usage Manager. Facility usage agreement required and facility usage fees assessed per Regulation 1420. District administered activities shall always have priority over non-District administered activities. Further priorities to be determined by Regulation 1420.
Contact @ FHSD	Facility Usage Manager	Facility Usage Manager	Facility Usage Manager