

Prior to marketing for the camp

1. Contact your athletic director for approval.
2. Submit facility use request with appropriate school designee. We will soon submit electronically through School Dude Software.
3. Complete and submit camp staff list form for approval through Human Resources and District Athletics. Form is available at www.mesasports.org.
4. At least two weeks in advance, contact the following in Community Education for information about creating a flier and posting camp on the web.

John Huckelberry jchuckel@mpsaz.org 472-7267

Marketing for the camp

1. Distribute fliers at feeder elementary and junior high schools. See school specific info: http://www.mpsaz.org/communications/community/flyers/files/flier_program_by_school_chart_2013_2014.pdf
2. Community Ed will post fliers on [mesasports.org](http://www.mesasports.org).
3. Submit flier to your school AD to post on school athletic site.

Camper registration and payment

1. Community Ed will publish your camp online for customer purchase via the web.
2. A \$10 discount is applied to all web purchases only. Bookstore processing is full price.
3. Coaches can track ongoing registrations and payments via their coach report. Sign in information will be provided by Community Ed.
4. **BEFORE** participation all campers must complete a valid form of registration either via web or paper. This registration verifies parent permission to participate and acknowledgement of waiver/release.
5. Fee assistance is approved by the coach and is documented via the camp fee assistance form found on [mesasports.org](http://www.mesasports.org). The reduced revenues impact the camp bottom line.
6. Families submit fee assistance request to the coach via the form. After approval, the coach enters the reduced amount approved and signs form. Coach returns form to the camper and camper submits that approval along with completed registration to the bookstore.

Day before camp, day of camp, during camp

1. **ALWAYS** note any health conditions and identify those students with your staff on the first day of camp.
2. If payment and registrations arrive on the first day of camp, give to the bookstore that day. Send those without proper paperwork to the bookstore.
3. Each staff should complete timesheets. Forms available on [mesasports.org](http://www.mesasports.org)

After camp

1. *Accurately complete budget justification and email to John Huckelberry. Fax, scan, or mail timesheets to same.
 - *Correctly title the spreadsheet to reflect the corresponding camp
 - *Accurate dates to reflect pay period represented
 - *4 digit camp account and 3 digit school #
2. Camps with a negative balance must be approved for payment via the school AD.
3. Depending on timing and accuracy, payment processing can take two to four weeks.