
Summer Program Approval Process (LNT-P010)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the process for requesting the use of District facilities for summer programs.

2.0 RESPONSIBILITY:

- 2.1 Director of State and Federal Programs

3.0 APPROVAL AUTHORITY:

- 3.1 Director of State and Federal Programs

4.0 DEFINITIONS:

- 4.1 Summer Program: Program scheduled outside of the 180 day school calendar.

5.0 PROCEDURE:

- 5.1 Individual or group Submits the *Initial Summer Program Request (Form SP1)* and submit to the Director of State and Federal Programs no later than **May 1st**.
- 5.2 Director of State and Federal Programs and Cabinet Representatives review the *Initial Summer Program Request*. Director will notify Operational staff of potential summer program.
- 5.3 The Director of State and Federal Programs will make a formal response to submitter.
 - 5.3.1 If the *Initial Summer Program Request* highlights concerns, the *Initial Summer Program* is returned to the submitter for clarification, modifications or to abandon.
- 5.4 Once the *Initial Summer Program Request* has been approved, the submitter needs to complete the *Summer Program Plan (Form SP2)* with the host principal. The completed and signed *Summer Program Plan* needs to be sent to the Director of State and Federal Programs no later than **May 15**.
 - 5.4.1 The *Summer Program Plan* is reviewed by the Director of State and Federal Programs and Cabinet Representatives. The Submitter may be invited to provide additional information/clarification.
 - 5.4.2 If the *Summer Program Plan* is approved, the submitter can proceed with the program planning.
 - 5.4.3 If the *Summer Program Plan* highlights concerns, the *Summer Program Plan* is returned to the submitter for modifications or to abandon.
- 5.5 When the Summer Program Plan is completed, the Director of State and Federal Programs sends Risk Management form to submitter to complete.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Contract for Use of School Facilities
- 6.2 Initial Summer Program Request (Form SP1)
- 6.3 Summer Program Plan (Form SP2)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Summer Program Approval Forms	Special Programs	3 years following approval date	Discard as desired	Electronic backup on the server

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
27-May-10	A	New Process
14-Mar-12	B	Changes/Additions

Director of State and Federal Programs and Cabinet Representatives will review the Summer Program Plan and by March 15, 2011 will notify

Operational staff and makes a formal response to submitter.

Initial Summer

Program Request

is returned to the

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submitter for

Summer Program

Plan is returned

to the submitter

for clarification,

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to abandon.

Director of State and Federal Programs and Cabinet Representatives will review the Summer Program Plan.

Not approved

If approved

Director of State and Federal Programs sends Risk Management form to submitter to complete.

**** End of p**
Summer Program

