



BASD Intramurals and Recreation Application

The BASD supports intramurals/recreation for students who attend or reside within the District for 1st through 12th grades. The goals of such programs are to provide students with additional learning opportunities beyond the classroom. Programs are not limited to only recreation and sports-based in nature.

Employees of the District wishing to offer programs for our students should:

- Complete the proposal form and submit to the Intramural Coordinator.
- Establish a weekly schedule including scheduling use of facility through FMX by emailing facilityuse@basd.net
- Secure equipment and other necessary items for programs.
- Recruit and supervise volunteers (filling out proper paperwork, if volunteer is not a district employee must complete proper paperwork – Act 34, Act 151, TB test and volunteer application and be school board approved.)
- Create informational flyers for the building specific activity and distribute
- Hold sign-ups for activities.
- Process paperwork such as collecting proper permission slips, consent for emergency treatment from student participants; create and maintain attendance sheets, time sheets.
- Ensure proper supervision and safety of students.
- Responsible for notification of cancellation due to weather, illness, etc.

At the end of the sessions,

- Send attendance sheets and permission slips to the Intramural Coordinator.
- Turn in timesheet for approval to building Principal.
- Return all equipment to its proper location.

Intramural Program Outline

Program Name: _____

Building: _____ Location: _____ Grades: _____

Program Description: _____

_____.

Program Dates: _____

Proposed Budget Numbers:

Activity: _____ hours X \$12.00 Hour = __\$_____

Administration: _____ hours X \$12.00 Hour = __\$_____

TOTAL: __\$_____

Coordinator: _____

Approval: _____ Date: _____

NOTES: _____
