



EDUCATIONAL ENRICHMENT CAMP APPLICATION

Required Supporting Documentation:

1. Valid W-9 with Authorized Signature consistent with name registered in Sunbiz
2. Curriculum – Must upload an approved curriculum with a pre and post-test attached.
3. Certified Teacher– Proof of at least one certified teacher for each approved site location to administer approved curriculum
4. Sunbiz registration with active status
5. Health Department License (for year-round childcare provider)
6. Fire Inspection
7. DCF Affidavit of Compliance completed, signed, and notarized
8. **PBC School District employees ONLY - provide a list of staff names and Employee ID numbers on school letterhead, signed by an approved administrator**
9. First/Aid CPR Certificate for at least one staff for each location
10. Daily Activity Schedule (see sample - *Daily Activity Schedule* on the website)
11. Field Trip Safety Policy (see sample - *Field Trip Safety Policy* on the website)
12. Field Trip List
13. Summer Camp financial budget for current camp year demonstrating how your program will be operated during the summer. This must also include your STAFF's payroll salary.
14. Certificate of Insurances (COI) including:
 - a. General Liability with sexual abuse/molestation coverage
 - b. Automobile
 - c. Workers Compensation
 - d. All REQUIRED amounts
15. Financial Audit/IRS 990 Form
16. Documentation of 501(c)(3)