

SCOUT LEADERS INFORMATION PACKETS

Troop File MUST be COMPLETED and at the Community Education office before your first meeting will be approved and scheduled on the district calendar.

1. Fill out, sign, and return the attached two pages to the Community Ed office.
2. Any adult that is helping out or involved with the kids needs to fill out the first page and have the background check done and approved prior to meeting.
3. Keep the last page and review the rules with your troop.
4. Remember that the drop slot is available after hours if you need to drop the paperwork in there.

To apply for your building usage permit.

1. Register as ML Schedules user on the Bedford Public Schools website calendar tab. Choose Class 1. www.mybedford.us/calendar.html
2. Once your profile has been approved you can request the dates needed for your meeting through the ML Schedules program.
3. You will receive a confirmation e-mail containing your approved or denied dates within 10 days of your request being received.
4. Buildings are NOT available directly after school, holidays, school event days or on Saturday and Sundays - no requests will be approved for those days. If you wish to hold an activity after school, you must get the principal to sign off on the permit, prior to submitting your request to the Community Education office.

Any questions, contact Connie at 734-860-6037 or connie.mercier@mybedford.us

SCOUT TROOP LEADER INFORMATION

Troop Leader or Assistant Leader:

First Name Middle Name Last Name

Complete Mailing Address City State Zip Code

Home Phone Number Cell/Work Phone Number

_____/_____/_____
Date of Birth Driver's License Number State Issued

E-Mail Address

Scout Troop Information:

Troop Name Troop Number

Leader's Name Contact Phone Number

Co-Leader's Name Contact Phone Number

Home School Building Requested

In signing this application, I have read the attached information and apply for registration with Bedford Public Schools Community Education Department for the use of school facilities for the above mentioned Scout Troop. I understand that I must pass a background check for this application to be approved. I agree to comply with the rules and regulations regarding the use of such facility and assume all responsibility and reliability for any damages that may be caused during our use time.

Required Signature

Date Signed

RULES REGARDING THE USE OF CLASSROOMS SCOUTS & 4-H CLUBS

1. There must be an approved adult present in the room at all times. (Background check must be submitted and approved prior to meeting.)
2. All children need to be properly supervised in the room at all times, including children of the scout leaders, siblings, etc., they may not be left to wander and play in the halls.
3. You must bring your own supplies (paint, brushes, crayons, pencils, scissors, etc.). The supplies in the room are for school use, they are not to be used by your group.
4. Please supply a tablecloth or placemats to eat snack on. It is not healthy to eat off of the tabletops, especially in the Art Rooms.
5. Each group/activity is responsible for cleaning/picking-up after themselves. Please leave the room exactly as you found it. This includes putting furniture back in its place. Please contact a custodian if you need assistance.
6. Activities must be confined to those parts of the facility and to such equipment as specified on the permit. The group **MUST** stay in the space permitted and approved!
7. Permit holder assumes responsibility for the proper care and use of facilities by all persons participating in activities. Costs incurred from property damage, theft, or loss of supplies and equipment arising from occupancy of the school facilities will be charged against the permit holder.
8. The lunchroom will only be permitted to larger groups. This is the only space we have available for a large group events and it must be utilized in this capacity. (Gym space is not available.)
9. **No permits will be issued for holidays, conference days, in-service days, or any day that school is not in session. Scout permits are limited to Monday – Thursday between the hours of 5:00 – 9:00pm.**
10. No permits will be issued immediately following the dismissal of school. Teachers need this time after school to clean and prepare their rooms, they are not there to supervise your group. If you wish to hold an activity after school, you must get the principal to sign off on the permit, prior to submitting your request to the Community Education office. You may then gather the students in the common area near the office, and then proceed to the classroom at the approved time. The permit holder, or responsible adult is to be present from the dismissal of school until the permitted time to supervise the children. Children are not to wander around the building, or enter the permitted space without the permit holder.
11. School functions take priority over all other permits, if a last minute change occurs with a school function, your event may be bumped. If this happens, you will be notified as soon as possible, and we will make every effort to relocate your activity. Please be aware that your activity may have to be rescheduled.
12. If we receive complaints about your group/activity not following the above rules, you may lose your building privileges.
13. Responsible person or designee should report any damage of facility immediately.

Permit Holder's Signature

Print Permit Holder's Name

Date