**General Guidelines**

Please read before beginning your application:

* You cannot save the Online Application form midway through filling it out. If you leave or the page refreshes you will lose everything you have entered.
* This [document](https://languagesconnect.ie/wp-admin/upload.php?item=4408) shows the questions asked and supporting documents requested in the Online Application. Please use use it to prepare your answers/ supporting documents.
* You must then copy and paste the answers/ upload supporting documents into the Online Application form (below).
* Please download and fill in [this template](https://languagesconnect.ie/wp-admin/upload.php?item=4408) for your budget.

**Online Application** - <https://www.surveymonkey.com/r/SummerCamps2020>

The deadline for applications is Tuesday 31 March 2020 and applicants will be informed whether or not their application was successful by Thursday 30 April 2020.

Applicants will receive 50% of their budget **before** the summer camp and the balance **after** the summer camp.

Please allow one administrator per camp, and €1,000 per administrator. We would suggest that the camp administrator manages the following pre-programme, during the programme, and post-programme responsibilities:

* Selection of an appropriate site with sufficient space for activities
* Liaising with PPLI
* Managing student applications
* Communicating with parents
* Making purchases (materials, food, equipment, office supplies, first-aid kit)
* Checking students in and out at the beginning and end of each day
* Ensuring that equipment is set up in classes and for activities
* Copying and distributing materials to instructors
* Managing transportation for field trips
* Managing budgets, revenue, and expenses
* Ensuring relevant policies, insurance, garda vetting, child protection guidelines, etc. are in place.

For teachers hired post January 2011 the unqualified rate is €40.19 and the qualified rate is €45.27. These are the rates as per DES scales and are available on the ASTI website.

PPLI require photos from the camp for future promotional purposes, and they may send a video crew to film the camp. If any filming is to take place, the time and date will be agreed in advance with the coordinator.

The minimum number of students is 10.

There is a maximum of €450 per student.

PPLI may visit the summer camp. A time and date will be agreed in advance with the coordinator.

Funding does not cover lunches.

There is a maximum of one full-day outing per camp.

PPLI will provide a link for an online survey for feedback from students and parents, coordinators should send the link to all students and parents at the end of the survey

Students should pay a €50 deposit on registration which will be refunded in full at the end of the camp, providing they have attended every day and have arrived on time and stayed until the end.

Bonus points will be awarded to applications with significant numbers of students.