



Funding Pali Adventures Summer Camp with ELO-P

A budget proposal guide for district Expanded Learning coordinators

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Summer 2027

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How to Use This Guide

This guide walks you from your Site Reservation Agreement to a finished budget proposal your business office and board can approve. Most coordinators complete it in four steps:

1. **Confirm your program and weeks.** Pali will send a per-student price, included in the Site Reservation Agreement, reflecting the program option and weeks confirmed during your discovery call or email.
2. **Confirm eligibility with your fiscal team.** Use the compliance crosswalk (Section 2) to show how summer camp fits your ELO-P program plan.
3. **Complete the budget worksheet.** Enter the figures from your Site Reservation Agreement into Section 3 to calculate the total, cost per student and cost per program day.
4. **Assemble the proposal.** Paste the justification language from Section 4, fill in the bracketed fields, and attach the documents on the checklist in Section 6.

A note on eligibility

ELO-P funds programming for students in transitional kindergarten through grade 6. Pali Adventures serves campers age 6 and up: ages 6–8 attend Day Camp or Mini Camp, and ages 8–16 can attend Day Camp or either Overnight Camp option. Tell us your grade levels and we will confirm the best fit.

Allowable uses are determined by your local educational agency under California Education Code and CDE guidance. Review this proposal with your business office before submitting. This guide supports that conversation; it is not legal or fiscal advice.

1. Why Pali Adventures Fits Your Program

Summer is where most districts build the bulk of their 30 non-school days. Pali Adventures offers three ways to fill them on our Running Springs campus: Pali Day Camp, a 7-day/6-night Overnight Camp, or a 4-day/3-night Overnight Camp, all on the same weekly themes.

What districts ask about	What Pali provides
Accreditation	Accredited by the American Camp Association (ACA), a voluntary, peer-reviewed process covering program quality, health and safety; member of the Western Association of Independent Camps (WAIC)
Programming	Day Camp: campers choose two morning and two afternoon blocks from 20 electives. Overnight Camp: one weeklong specialty each morning from 27+ tracks, with electives in the afternoon.
Staff screening & training	All staff cleared through LiveScan and U.S. DOJ background screening; certified in First Aid, CPR, AED and bloodborne pathogens; trained in homesickness, bullying prevention and behavior management
Supervision & ratios	Day Camp: 1 staff member for every 5 campers. Overnight Camp: 1 staff member for every 5 campers, with staff living in the cabins and supervising around the clock.
Meals & lodging	Day Camp includes a daily hot lunch. Overnight Camp includes on-campus lodging and all meals.
Transportation	Pali-provided transportation is optional for both Day Camp and Overnight Camp. For Day Camp, buses depart from and return to your school each day, with counselors on every bus.
District cohorts	Overnight cohorts can bunk together while joining the full camp for specialties.
Vendor paperwork	W-9, Certificate of Insurance and vendor applications on request

2. Compliance Crosswalk

Use this table to show your fiscal team and board how Pali Adventures supports the requirements of your ELO-P program plan. The right-hand column lists the records to keep for your annual expenditure report and audit file.

ELO-P requirement	What it asks of the LEA	How Pali Adventures supports it	Records to keep
Eligible students	Funds serve TK–6 students in classroom-based programs.	Campers age 6 and up. Ages 6–8: Day Camp or Mini Camp. Ages 8–16: Day Camp or Overnight Camp. Pali confirms fit for your grade levels.	Final roster showing grade level of each student
Non-school days	At least 30 non-school days of programming, including summer and intersession.	Every camp day takes place during summer break. Day Camp enrolls by the week (Monday–Friday); six weeks of Day Camp equals 30 program days. Overnight sessions provide 4 or 7 consecutive days.	Session dates, Site Reservation Agreement, district calendar showing summer break
Nine-hour day	At least nine hours of combined in-person programming on non-school days.	Overnight Camp provides round-the-clock supervised programming every day of the session. For Day Camp, document daily hours from bus departure to return, plus any district-led time.	Daily schedule with times; bus departure and return log; attendance
Staffing ratio	No more than 20:1 for grades 1–6 (10:1 for TK/K).	1:5 staff-to-camper ratio at Day Camp and Overnight Camp, with Overnight staff living in the cabins.	Pali staffing confirmation
Nutrition	Provide a nutritious meal or snack.	Hot lunch every Day Camp day; all meals included at Overnight Camp.	Pali menu or meal schedule
Quality Standards for Expanded Learning	Program plan addresses safe and supportive environment, active and engaged learning, skill building, youth voice and leadership, healthy choices and behaviors, and diversity, access and equity.	ACA-accredited health and safety practices; campers choose their own electives (Day Camp) or weekly specialty (Overnight Camp); daily skill building with expert instructors; daily swim and physical activity; age-based groups.	Elective and specialty descriptions, ACA accreditation documentation, post-camp student or family feedback
Access for unduplicated pupils	Offer the program to eligible students; follow LEA policy on family fees.	District sets participant selection and any fee policy. Pali can price the full eligible group.	Recruitment notice, participant selection method, fee waiver policy

Plan around the spending deadline

2025–26 ELO-P funds must be expended or encumbered by June 30, 2027. Ask your business office whether a Site Reservation Agreement signed before that date can put those funds toward Summer 2027 sessions.

Cohort space is limited. District cohort contracts for Summer 2027 are limited. Reserving early secures your preferred weeks.

3. Budget Worksheet

Complete this worksheet from your Pali Site Reservation Agreement and your district's internal costs.

A. Program details

Item	Your entry	Item	Your entry
School(s) / district		Program option	
Weeks or session dates		Site Reservation Agreement no. and date	
Students, grades TK–6 (ELO-P-eligible)		Students, other grades (if any)	
Bus pickup site (Day Camp)		District staff attending (if any)	

B. Line-item budget

Line item	Description	Qty	Unit cost	Total	Funding source
Pali Adventures program fee	Per student, per week or session, from your Site Reservation Agreement		\$	\$	
Transportation	Optional Pali-provided transportation, or district-arranged		\$	\$	
District staff pay	Stipends for any district staff attending		\$	\$	
Student supplies	Packing-list items for students who need them		\$	\$	
Contingency	Recommended 3–5% for enrollment changes		\$	\$	
TOTAL PROGRAM COST				\$	

C. Summary for your proposal

Calculation	Amount
Total program cost (from Section B)	\$
Amount charged to ELO-P	\$
Amount charged to other sources (list)	\$
ELO-P cost per student (ELO-P amount ÷ TK–6 students)	\$
Non-school days provided per student (camp days during summer break)	
ELO-P cost per student per program day (cost per student ÷ days)	\$

Tip: Cost per program day shows your business office what each ELO-P dollar buys. One vendor agreement covers programming, meals, supervision and, for Overnight Camp, lodging for every day of the session.

4. Justification Language for Your Proposal

Copy any of the paragraphs below into your budget proposal, board item or program plan. Replace the bracketed fields with your own details.

Program description

[District name] proposes to use Expanded Learning Opportunities Program (ELO-P) funds to provide [number] students in grades [grade levels] with [Pali Day Camp / a 7-day/6-night Overnight Camp session / a 4-day/3-night Overnight Camp session] at Pali Adventures in Running Springs, California, during [weeks / dates]. All program days take place during summer break, on non-instructional days.

Alignment with ELO-P requirements

This program provides [number] non-school days of programming toward the LEA's 30-day requirement. [Day Camp operates at a 1:5 staff-to-camper ratio and includes a daily hot lunch. / Overnight Camp operates at a 1:5 staff-to-camper ratio with staff living in the cabins, and includes lodging and all meals.] Activities address the Quality Standards for Expanded Learning, including active and engaged learning, skill building, youth voice and leadership, and healthy choices and behaviors.

Educational value

[Day Camp: Each day, students choose two morning and two afternoon blocks from 20 electives. / Overnight Camp: Each week, students choose a specialty track, such as robotics, culinary arts, film, aviation, dance or acting, and spend every morning building real skills with expert instructors, followed by afternoon electives.] Daily swim and camp activities build confidence, independence, physical activity and social-emotional skills, experiences many of our students would not otherwise have access to.

Vendor qualifications

Pali Adventures is accredited by the American Camp Association and is a member of the Western Association of Independent Camps. All staff are cleared through LiveScan and U.S. Department of Justice background screening and are certified in First Aid, CPR, AED and bloodborne pathogens. Pali will provide a W-9, Certificate of Insurance and completed district vendor documentation.

Cost justification

The total cost of \$[total] covers [number] students at \$[cost per student] per student and includes programming, supervision, [daily hot lunch / lodging and all meals][, and Pali-provided transportation]. ELO-P funds will cover \$[ELO-P amount]. Across [number] program days, the cost is \$[cost per day] per student per day.

5. Program Options, Themes and Specialties

Pali Day Camp	Overnight Camp: 7-day/6-night	Overnight Camp: 4-day/3-night
- Monday–Friday, home every night - Enroll by the week: one week up to the full season - Optional Pali-provided transportation to and from your school; counselors ride every bus - Campers choose two morning and two afternoon blocks from 20 electives - Hot lunch and daily swim 1:5 staff-to-camper ratio	- Sunday–Saturday, full weeklong session - On-campus lodging and all meals - Morning specialty track, afternoon electives 1:5 ratio, staff live in the cabins - Built to fit a summer or intersession week	- Sunday–Wednesday, shorter session - On-campus lodging and all meals - Morning specialty, afternoon electives, condensed - Same weekly theme as the full session - Fits a smaller window or allocation

2027 weekly themes

Every week has its own theme, shared across Day Camp and both Overnight Camp options.

Session 1 • Jun 13–19 Jungle Quest	Session 4 • Jul 4–10 Heroes vs. Villains	Session 7 • Jul 25–31 Y2K Space
Session 2 • Jun 20–26 Once Upon a Swamp	Session 5 • Jul 11–17 Halloween	Session 8 • Aug 1–7 Bananarama
Session 3 • Jun 27–Jul 3 Alice in Pali-Land	Session 6 • Jul 18–24 Magic	Session 9 • Aug 8–14 Candy Kingdom

Overnight Camp specialties

Overnight campers choose one morning specialty each week from 27+ tracks. Examples by category:

Adventure	Performance	Creative
- Aviation - Extreme Action - Flying Trapeze - Girl Power - Hollywood Stunts - Hooked on Fishing	- Acting - Broadcasting - Cirque du Pali - Content Creator Camp - Dance - DJ Camp	- Art Fusion - Culinary - Fashion - Film - Movie Make Up - Robotics

See all specialties at paliadventures.com/camp-programs/specialties

6. Proposal Timeline and Checklist

Planning timeline

Stage	What to do
Step 1: Discovery & weeks	Share your estimated cohort size and grade band, preferred Summer 2027 weeks, and a point of contact for scheduling and transportation. Pali sends a Site Reservation Agreement with your per-student price.
Step 2: Vendor setup	Request Pali's W-9, Certificate of Insurance, accreditation documentation and any district vendor application. Start early; vendor approval can take several weeks.
Step 3: Internal review	Share the compliance crosswalk and budget worksheet with your business office. Confirm the funding year and how the agreement will be encumbered.
Step 4: Approval	Submit the proposal. If your district requires board approval for overnight programs or contracts above a set amount, calendar the board date.
Step 5: Agreement & deposit	Sign the Site Reservation Agreement and submit the deposit to secure your weeks.
Step 6: Families & enrollment	Send recruitment and permission materials, then submit your final roster with grade levels. For Day Camp, confirm bus pickup sites.
Step 7: Camp & close-out	After camp, file attendance and payment records for the annual ELO-P expenditure report.

Documents to attach to your proposal

- ☐ Pali Site Reservation Agreement with per-student pricing and weeks
- ☐ Completed budget worksheet (Section 3)
- ☐ Compliance crosswalk (Section 2)
- ☐ Program option summary and weekly theme calendar (Section 5)
- ☐ Pali W-9 and Certificate of Insurance
- ☐ ACA accreditation documentation

Records to keep after camp

- ☐ Final roster with grade levels and daily attendance
- ☐ Signed Site Reservation Agreement, invoice and proof of payment
- ☐ Daily schedule and bus departure/return times
- ☐ District calendar showing camp days fall during summer break

Ready to start?

Schedule a call: Complete the "Reserve your cohort for Summer 2027" form at the bottom of paliadventures.com/elop-programs

Call: (909) 939-0888

Tell us you are planning an ELO-P summer program. We will confirm weeks, send your Site Reservation Agreement and provide budget-proposal support for your fiscal team.