

Woodridge Local School District

ADVISOR/DIRECTOR END OF SEASON REPORT

Name _____ Position _____

As a requirement of the Woodridge Board of Education, each advisor/director will submit this end-of-activity report to the building principal ten (10) working days after the completion of the activity or at the end-of-the-year checkout whichever comes first. All forms will be forwarded through the chain of command to the Woodridge Board of Education.

Criteria for Supplemental Salary Schedule

- A. Total hours spent in the performance of your co-curricular assignment. (Include all hours outside the regular school day you spend in preparation, practice, games, clinics, and other time spent exclusively in the performance of your duty.)
- B. Vacation and weekend hours spent working with students to include Saturdays, Sundays, Thanksgiving, Christmas vacation, spring break and summer vacation.
- C. How many students were active members of your group at the beginning of your activity and at the end of your activity?
- D. How many events, performances, publications did your students engage in during the activity? (Please list on a separate sheet all meetings and activities to including date and attendance.)
- E. How many staff were you responsible to supervise on a daily basis?
 1. Total Hours....._____
 2. Vacation Hours with Students....._____
 3. Number of permanent roster
 - a. Beginning of the Season....._____
 - b. End of the Season_____
 4. Number of events, etc....._____
 5. Number of staff_____

Principal _____

Superintendent _____