

## East Dubuque Unit School District #119

### Extracurricular Voucher



Name \_\_\_\_\_  
 Activity \_\_\_\_\_  
 Completion Date \_\_\_\_\_

Base Amount of Stipend \$ \_\_\_\_\_  
 # of Consecutive years in Activity \_\_\_\_\_  
 Percent Multiplier for longevity pay \$ \_\_\_\_\_  
 % Multiplier X Base Pay \$ \_\_\_\_\_  
 Total Stipend Earned \$ \_\_\_\_\_

**Directions:**

1. Complete the stipend information at the right.
2. Initial beside each task when completed and submit to the building principal for confirmation prior to payment of stipend.

\_\_\_\_\_ Head Athletic Coach \_\_\_\_\_

\_\_\_\_\_ Assistant Coach Evaluations

\_\_\_\_\_ Uniforms Turned In

\_\_\_\_\_ Inventory List

\_\_\_\_\_ Awards List

\_\_\_\_\_ Online Awards

\_\_\_\_\_ Season Summary

\_\_\_\_\_ Kay(s)/Proxy Card Returned

\_\_\_\_\_ iPad/Tripod

\_\_\_\_\_ Music Room Key

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Storage Areas Organized

\_\_\_\_\_ IHSA Sport & Activity Tracker

\_\_\_\_\_ Won-Lost Record Updated

\_\_\_\_\_ JV/JH/Assistant Coaches \_\_\_\_\_

\_\_\_\_\_ Key(s)/Proxy Card

\_\_\_\_\_ Drama Directors \_\_\_\_\_

\_\_\_\_\_ Attach Rehearsal Calendars

\_\_\_\_\_ Keys Returned to Office

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Props, Costumes, Etc. Organized

\_\_\_\_\_ Stage Cleaned

\_\_\_\_\_ Academic Team Coach \_\_\_\_\_

\_\_\_\_\_ Lock-out Machines in Working Order

\_\_\_\_\_ Lock-out Machines Stored Away

\_\_\_\_\_ Yearbook Advisor \_\_\_\_\_

\_\_\_\_\_ Submitted for Print

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Elem Vocal or Pep Band \_\_\_\_\_

\_\_\_\_\_ Attach List of Performance Dates

\_\_\_\_\_ JH or HS Student Council \_\_\_\_\_

\_\_\_\_\_ Attach Copies of Minutes from Meetings

\_\_\_\_\_ Senior Class Advisor \_\_\_\_\_

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Attach Copies of Minutes from Meetings

\_\_\_\_\_ Moving \$300 to Incoming Freshman Class

\_\_\_\_\_ Account Closed Out

\_\_\_\_\_ Junior Class Advisor \_\_\_\_\_

\_\_\_\_\_ Concessions Area Cleaned

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Attach Copies of Minutes from Meetings

\_\_\_\_\_ Sophomore Class Advisor \_\_\_\_\_

\_\_\_\_\_ Concessions Area Cleaned

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Attach Copies of Minutes from Meetings

\_\_\_\_\_ Freshmen Class Advisor \_\_\_\_\_

\_\_\_\_\_ Requisitions & Deposits Submitted

\_\_\_\_\_ Attach Copies of Minutes from Meetings

Coach/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_