

| Month: December 2017      |     |                                             |           |                                                               |                                                                                        |                                                                                 |
|---------------------------|-----|---------------------------------------------|-----------|---------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Week 1                    | Day | Special Projects                            | % of Time | Notes...                                                      | Registration Coordinator                                                               |                                                                                 |
|                           | 1   |                                             |           |                                                               | Bookkeeping                                                                            | Daily entry, Weekly deposits, Monthly reconciliation, Bills, Expense reports    |
| Week 2                    | 2   | In office Saturday                          |           | Worked this weekend in anticipation of being out during Jnats | Communication                                                                          | Phone, Email, Text, Google, Website, Social Media, Newsletter                   |
|                           | 3   | In office Sunday                            | 10        | Worked this weekend in anticipation of being out during Jnats | Holidays/Vacation                                                                      | Observed Holidays, 2 Floating Holidays, 10 days vacation                        |
| Week 3                    | 4   | Monthly Reconciliation                      | 90        | Reconcile SWIMS LSC report with Accounting spreadsheet        | Meetings                                                                               | Prep & planning, Report building, Travel, Meeting time, Action items            |
|                           | 5   |                                             |           |                                                               | Office Management                                                                      | Supply, Maintain, Organize, Clean, Repair                                       |
| Week 4                    | 6   |                                             |           |                                                               | Professional Development                                                               | Read, Observe USA-S & ISI Rules,P&P, AO training, Workshops, USA-S Convention   |
|                           | 7   | Out of Office                               |           | Junior Nationals                                              | Registration & Records                                                                 | Athlete, Non-Athlete, Club, Coach Certifications, Transfers, Officials          |
| Week 5                    | 8   | Out of Office                               |           | Junior Nationals                                              | Special Events                                                                         | Prep & Planning, HOD, Convention, Travel, Champs Meets, All-Stars, Central Zone |
|                           | 9   |                                             |           |                                                               | Detail of hours worked (if over 30)*                                                   |                                                                                 |
| Week 6                    | 10  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 11  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 12  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 13  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 6                    | 14  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 15  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 16  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 17  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 18  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 19  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 20  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 21  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 22  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 23  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 24  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 25  | ISI Offices Closed                          |           | Christmas Day                                                 |                                                                                        |                                                                                 |
| Week 5                    | 26  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 27  | January Newsletter                          | 90        |                                                               |                                                                                        |                                                                                 |
| Week 5                    | 28  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 29  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 6                    | 30  |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           | 31  |                                             |           |                                                               |                                                                                        |                                                                                 |
| Week 6                    |     |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           |     |                                             |           |                                                               |                                                                                        |                                                                                 |
|                           |     |                                             |           |                                                               | *discretion to work 25-30 hours/week without approval, 30+ requires approval of Adm.VC |                                                                                 |
|                           |     |                                             |           |                                                               | **25-40 hours pd hourly, 40+ hours paid time and a half                                |                                                                                 |
| Upcoming Special Projects |     | Newsletter development and content planning |           |                                                               |                                                                                        |                                                                                 |
|                           |     | Spring HOD planning and prep                |           |                                                               |                                                                                        |                                                                                 |
|                           |     | High volume registration month - Dec & Jan  |           |                                                               |                                                                                        |                                                                                 |