

|                           |                    |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|---------------------------|--------------------|-------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------|
|                           | Month: August 2018 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | Day                | Special Projects                                                        | % of Time                                  | Notes...                                                                                                                                          |  | Registration Coordinator                                                             |                          |                                                                                 |
|                           |                    |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | Week 1             | 1                                                                       |                                            |                                                                                                                                                   |  |                                                                                      | Bookkeeping              | Daily entry, Weekly deposits, Monthly reconciliation, Bills, Expense reports    |
|                           |                    | 2                                                                       | Fall HOD - DMPS                            | 20                                                                                                                                                |  | Finalize booking Roosevelt, cancel SCI, Cert of Insurance (Marie), request Mic/PA    | Communication            | Phone, Email, Text, Google, Website, Social Media, Newsletter                   |
|                           |                    | 3                                                                       | Create shared Contacts spreadsheet         | 15                                                                                                                                                |  | for ISI Office use                                                                   | Holidays/Vacation        | Observed Holidays, 2 Floating Holidays, 10 days vacation                        |
|                           |                    | 4                                                                       |                                            |                                                                                                                                                   |  |                                                                                      | Meetings                 | Prep & planning, Report building, Travel, Meeting time, Action items            |
|                           | Week 2             | 5                                                                       |                                            |                                                                                                                                                   |  |                                                                                      | Office Management        | Supply, Maintain, Organize, Clean, Repair                                       |
|                           |                    | 6                                                                       | Finalize 2019 Registration Packet          | 20                                                                                                                                                |  | Club Registrar Manual, 2019 Forms & Docs updates, ISI website                        | Professional Development | Read, Observe USA-S & ISI Rules,P&P, AO training, Workshops, USA-S Convention   |
|                           |                    | 7                                                                       | Finalize and send 2019 Registration Packet | 5                                                                                                                                                 |  | Club Registrar Manual, 2019 Forms & Docs updates, ISI website                        | Registration & Records   | Athlete, Non-Athlete, Club, Coach Certifications, Transfers, Officials          |
|                           |                    | 8                                                                       |                                            |                                                                                                                                                   |  |                                                                                      | Special Events           | Prep & Planning, HOD, Convention, Travel, Champs Meets, All-Stars, Central Zone |
|                           |                    | 9                                                                       | ISI Calendar updates                       | 15                                                                                                                                                |  | USA Swimming through Olympics 2020                                                   |                          |                                                                                 |
|                           | Week 3             | 10                                                                      | Flex materials Info email                  | 10                                                                                                                                                |  | FAQ, Marketing guide, social media post, general info to clubs                       |                          |                                                                                 |
|                           |                    | 11                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 12                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 13                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 14                                                                      | USA-S Convention planning                  | 10                                                                                                                                                |  | confirming flights, registration, schedule                                           |                          |                                                                                 |
|                           | Week 4             | 15                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 16                                                                      | July reconciliation                        | 25                                                                                                                                                |  | accounting, monthly transaction report                                               |                          |                                                                                 |
|                           |                    | 17                                                                      | Fillable Forms project                     | 20                                                                                                                                                |  | Athlete Reimbursement Form, HOD & BOD Proposals form                                 |                          |                                                                                 |
|                           |                    | 18                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 19                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | Week 5             | 20                                                                      | 2019 Accounting Spreadsheet                | 10                                                                                                                                                |  | New registration types - Flex, F->upgrade,Jr Coach/Athlete dual reg, increased fees, |                          |                                                                                 |
|                           |                    | 21                                                                      | August BOD Registration report             | 50                                                                                                                                                |  | Year end reg numbers, office activity report                                         |                          |                                                                                 |
|                           |                    | 22                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 23                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    | 24                                                                      |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
| Week 6                    | 25                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | 26                 | BOD mtg - Cedar Falls                                                   |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | 27                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | 28                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | 29                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
| Week 7                    | 30                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           | 31                 |                                                                         |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |
|                           |                    |                                                                         |                                            | *discretion to work 25-30 hours/week without approval, 30+ requires approval of Adm.VC<br>**25-40 hours pd hourly, 40+ hours paid time and a half |  |                                                                                      |                          |                                                                                 |
| Upcoming Special Projects |                    | 2019 Registration<br>September Newsletter<br>Non-Athlete Electronic Reg |                                            |                                                                                                                                                   |  |                                                                                      |                          |                                                                                 |