	Dav	Special Projects	% of Time	Notes	Registration Coordinator
ek 1	1 2				Bookkeeping Daily entry, Weekly deposits, Monthly reconciliation, Bills, Expense reports Communication Phone, Email, Text, Google, Website, Social Media, Newsletter Holidays/Vacation Observed Holidays, 2 Floating Holidays, 10 days vacation Meetings Prep & planning, Report building, Travel, Meeting time, Action items Office Management Supply, Maintain, Organize, Clean, Repair Professional Development Read, Observe USA-S & ISI Rules,P&P, AO training, Workshops, USA-S Convention Registration & Records Athlete, Non-Athlete, Club, Coach Certifications, Transfers, Officials Special Events Prep & Planning, HOD, Convention, Travel, Champs Meets, All-Stars, Central Zone Detail of hours worked (if over 30)*
2	4 5 6 7 8 9	B ISI Board Meeting June Newsletter Convention	10 75 10	Content, initial layout, writing, gathering info from contributors Initial Convention schedule released. Flight planning, ISI delegates/attendees planning	
eek 3	12 13 14	Fall HOD May reconciliation June Newsletter June Newsletter June Newsletter	10 25 10 10 25	Planning and communication -Looking at space at SCI, reserved date/time accounting, monthly transaction report Content and formatting Content and formatting Content, formatting, send. Create Space on ISI Website for ISI Newsletter archiving	
ek 4	18 19 20	Outreach 2018 Convention	10	Create space in ISI website for Outreach Information Travel plans, plane tix for delegates, ISI attendees	
k 5	24 25 26 27 28 29	4 5 6 7 7			
k 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