	Day Cracial Projects	0/ of Tires	Notes	Designation Coordinator
k 1	Day Special Projects See notes Convention travel planning Coach Report		hotel arrangements determine new format to reflect expirations throughout the meet weekend	Registration Coordinator 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
k 2	6 7 8 9 10 April reconciliation 11 12	25	accounting, monthly transaction report	
k 3	14 15 16 17 18 19			Prep & Planning, HOD, Convention, Travel, Champs Meets, All-Stars, Central Zone Detail of hours worked (if over 30)*
k 4	21 22 23 24 25 26			The majority of this month was diedicated to a heavy load of strictly registration (club, individual, athlete, coach certs and transfers) No additional hours were needed, but there were very few "special projects" going on because most of my time was simply committed to processing registration realted items.
5	28 29 30 31			
¢ 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