

Month: April							
	Day	Special Projects	% of Time	Notes...	Times Coordinator		
Week 1	1				Meet Sanctions and required reports		
	2				Tracking sanction process, keeping files current, issuing sanctions. Checking Meet Director Report and Coach Sign In		
	3				Meets		
	4				Meet Recons (Tues), Meet Results (Mon or Tues), Top Times list (Thurs), ISI Records (Thurs), Maintain TM database		
	5				BOD and Committee Meetings		
	6				Posting meeting dates, agendas and minutes. Action items for the admin office.		
	7	Award Recipients			overtime request 5 hrs	HOD and Bid meetings	
Week 2	8	HOD documents and Emails to Awards Recipients	100		Prep & planning, Report building, Travel, Meeting time, Action items		
	9				Membership Communication		
	10	Emails to Award Recipients, corrections that were found	50		Informing ISI clubs and coaches of upcoming meetings and LSC information. Quarterly newsletter		
	11	Awards	50		Professional Development		
	12				Read, Observe USA-S & ISI Rules,P&P, Workshops, USA-S Convention and other USA workshops etc.		
	13						
	14	Bid Meeting 6:30AM-1:00PM with travel			overtime request 6.5 hrs + travel reimbursement		
Week 3	15						
	16	Update website Create the Proposed ISI Annual Schedule of Meets					
	17	Athlete Reimbursement					
	18						
	19						
	20						
	21						
Week 4	22				Detail of hours worked (if over 30)*		
	23	Awards and HOD	90		Week of April 2-8 - I worked on Saturday in order to compile award recipients as I did not have time to do so during my regularly scheduled hours		
	24	Awards and HOD	90		Week of April 9-15 - Attendance at Bid Meeting including travel time		
	25	Awards and HOD	90		Week of April 23-29 - Attendance and Preparation for Awards Banquet and HOD mtgs		
	26	Awards and HOD	90				
	27	Awards and HOD	90				
	28	Awards Banquet 2:00-8:00PM			overtime request 6 hours		
Week 5	29	House of Delegates 7:00AM-4:00PM			overtime request 9 hours		
	30						
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							