

ATHLETIC OFFICE CHECKLIST			
MONTH	DUTY	PERSON	COMPLETED
AUGUST	Check in Supplies	AD/ASST AD	
	Call on supplies not received	AD/SEC	
	Picture Day to Photographer	AD	
	Enter Official assignments in computer	AD	
	Meeting with new coaches	AD/ASST AD	
	Schedule fall coaches mtg	AD	
	Hand out DVC passes	SEC	
	Prepare for IHSA Interp Rules FB/BSOC	AD/SEC	
	ACT Test dates to all coaches	AD	
	Hand out Locks - Fall Sports	ASST AD	
	Transportation Sheet to Coaches	AD/SEC	
	Schedule parent mtg	Coaches	
	Send out Fall Trny Host letters	AD/SEC	
	Review Supervision schedule	AD/ASST AD/EC	
	Assign Game Workers	ASST AD	
	Contact Belgio's for home FB food	SEC	
	Complimentary passes mailed	SEC	
	Practice schedules from coaches	SEC	
	Print Weekly Schedule	AD	
	Fax Verification sheet to opposing schools	ASST AD	
	IHSA Update	AD	
	Order Toilets	SEC	
	Schedule Anthem Singers	ASST AD	
	Check on IHSA Hosting	AD	
	List of home events to ticket manager	ASST AD	
	Update Coaches e-mail	AD	
	Program Info	SEC	
	Tallying checks on Friday give slip to sec	ASST AD	
	Send reminder to workers for upcoming games	ASST AD	
	Schedule leadership class dates	AD/ASST AD	
	Tallying checks on Friday give slip to sec	ASST AD	
	Confirm Track Starters	ASST AD/SEC	
	Update Turf Board	ASST AD	

OCTOBER	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	Meeting with Basketball Coaches for indoor prac	AD		
	Confirm winter equipment is in	AD/ASST AD		
	Confirm winter schedule	AD/ASST AD		
	Confirm Winter workers	ASST AD		
	List of home events to ticket manager	ASST AD		
	Schedule Anthem Singers	ASST AD		
	Schedule parent mtg	Coaches		
	Send out Winter Trny Host letters	AD/SEC		
	Meeting with Basketball Coaches for indoor prac	AD		
	Mail out confirmation to winter opponents	AD/SEC		
	Transportation Sheet to Coaches	AD/SEC		
	Printout Fall Sport Summary	AD		
	Prepare Financial for IHSA finalists	AD/SEC		
	Coaches Evaluations	AD		
	Have Fall coaches turn in locks	ASST AD		
	Prepare IHSA Rules Interp-BKB	AD		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		

NOVEMBER	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	List of Info for Winter Program	SEC		
	Request payment for fall entry fees	SEC		
	Need fall end of season reports from coaches	AD		
	Rosters to each school for Basketball games	SEC		
	Coaches Evaluations-Fall	AD		
	Locks to Winter Sports	ASST AD		
	Fall Sports Awards	AD/SEC		
	Send out Winter Trny Host letters	AD/SEC		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		
ATHLETIC OFFICE CHECKLIST				
MONTH	DUTY	PERSON	COMPLETED	

FEBRUARY	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	Budget due from coaches	AD/ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		
	Pre-season mtg with Spring Coaches	AD/ASST AD		
	Receive Budget from coaches	AD/ASST AD		
	Schedule Spring Parent Mtg	Coaches		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Schedule Spring Picture Day	AD/SEC		
	Prepare Financial for IHSA finalists	AD/SEC		
	Prepare Master Budget	AD/ASST AD		
	Prepare for Winter Sports Awards	AD/SEC		
	Send out Spring Trny Host letters	AD/SEC		
	Transportation Sheets to Coaches	AD/SEC		
	Gather Locks from Winter Sports	ASST AD		
	Distribute Locks to Spring Sports	ASST AD		
	Confirm Springworkers	ASST AD		
	List of home events to ticket manager	ASST AD		
	NIAAA BD MTG	AD		

MARCH	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	Spring Confirmation list to opponents	ASST AD		
	WINTER SPORTS AWARDS	AD/ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		
	Make arrangements for IADA conference	AD/ASST AD		
	Athletic info on file in computer on athletes	SEC		
	Request payment of Spring Entry fees	SEC		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Winter end of season reports	AD/SEC		
	Schedule Winter Coaches Evaluations	AD/ASST AD		
	Enter Spring Participation Numbers	AD		
ATHLETIC OFFICE CHECKLIST				
MONTH	DUTY	PERSON	COMPLETED	

APRIL	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		
	Order IHSA Rule Books	AD		
	Fill out IHSA Entry Blank for upcoming year	AD		
	Fill out IHSA FB master schedule card	AD		
	Fill out IHSA host availability survey	AD		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Schedule Winter Coaches Evaluations	AD/ASST AD		
	MALE/FEMALE VOTE	AD/ASST AD		
	Set up mtg with park dist-summer camp	AD/ASST AD		
	set up mtg with jr high	AD/ASST AD		
	contact golf course-confirm dates	AD		
	contact park district confirm dates cc next year	AD		
	complete budget and forward to PSAC	AD		

MAY	Print Weekly Schedule	AD		
	Weekly meetings with Asst Coaches	AD		
	Weekly meetings with Head Coaches	ASST AD		
	Begin next year scheduling	AD/ASST AD		
	Fax Verification sheet to opposing schools	ASST AD		
	Tallying checks on Friday give slip to sec	ASST AD		
	Spring Coaches Evals	AD		
	Spring Award	AD/SEC		
	Sit down with ASST AD and review year	AD/ASST AD		
	Doublecheck fall contracts	AD/ASST AD		
	Prepare for hosting of DVC Trny	AD/ASST AD		
	Prepare for hosting of IHSA Trny	AD/ASST AD		
	Schedule Winter Coaches Evaluations	AD/ASST AD		
	MALE/FEMALE VOTE	AD/ASST AD		
	Set up mtg with park dist-summer camp	AD/ASST AD		
	set up mtg with jr high	AD/ASST AD		
	contact golf course-confirm dates	AD		
	contact park district confirm dates cc next year	AD		
	complete budget and forward to PSAC	AD		

JUNE	Print Weekly Schedule	AD		
	Evaluate summer camps	AD		
	Uupdate webpage	AD		
	Begin next year scheduling	AD/ASST AD		
	Doublecheck next year contracts	AD/ASST AD		
	Sit down with ASST AD and review year	AD/ASST AD		
	Wish list to boosters	AD		
	End of year report	AD		
	Check 2nd semester grades	AD		
	Close out petty cash	AD		
	prepare coaches handbook	AD		
	Schedule fall picture	AD		
	Meeting and review summer projects	AD		
	Hall of Fame Project	AD		
	Clean out files	AD		
	Budget Summary	AD		
	Prepare fall tournament letters	AD		
	Update coaches for next yr	AD		
	Schedules to Assignment chair	AD		
	do add/delete sheets	AD		

JULY	Fall Schedules to Opponents	AD		
	Check on new teachers	AD		
	Police/Fire for FB	AD		
	Order printing	AD/ASST AD		
	Schedules	AD/ASST AD		
	Athletic info	AD/ASST AD		
	Vouvhers	AD		
	Letterhead	AD		
	Envelopes	AD		
	Med Forms	AD		
	Handbooks	AD		