



KENT COUNTY PUBLIC SCHOOLS

EXTRA DUTY ASSIGNMENT CHECKOUT FORM

Coach/Sponsor _____ Date _____

Sport/Organization _____ School _____

Circle One

Equipment Inventoried and Stored _____ (Place) Yes No NA

Equipment Inventory Filed with Athletic Director or Principal Yes No NA

List of Equipment Needing Repairs Filed with Athletic Director or Principal Yes No NA

List of Equipment Needed Next Year Filed with Athletic Director or Principal Yes No NA

Supplies Inventoried and Stored _____ (Place) Yes No NA

Supply Inventory Filed with Athletic Director or Principal Yes No NA

List of Supplies Needed for Next Year Filed with Athletic Director or Principal Yes No NA

Uniforms cleaned and Stored _____ (Place) Yes No NA

List of students Who Did Not Return Uniforms Filed with Athletic Director Yes No NA

Accident Reports Filed with Principal Yes No NA

List of Students With Other Indebtedness Yes No NA

Club Minutes and Records Filed _____ (Place) Yes No NA

Club/Organization Funds Sent to Financial Secretary Yes No NA

Outstanding Bills Given to Financial Secretary Yes No NA

List of Schedule Commitments, Recommendations, or requests for Next Year Given to Principal or Athletic Director Yes No NA

Invoices for Officials/Transportation Given to Athletic Director or Principal Yes No NA

Other _____

Principal

Athletic Director (If Applicable)