

**PERRY HIGH SCHOOL
ACTIVITIES DIRECTOR
DUTIES CHECKLIST
YEAR: _____**

JULY-AUGUST

- Order letters and certificates ☐
- Order medals, ribbons and trophies for next year ☐
- Order first aid supplies & cleaning products for upcoming year ☐
- Order volunteer hats and pins ☐
- Order activity calendar ☐
- Print schedules: Fall & Winter ☐ Fine Arts ☐ Middle School ☐ ☐
- Check all association records to see if any filing is needed with the offices ☐
- Transfer Facility Schedule to Next Year ☐
- HUDL Renewal ☐
- rSchool Today Update for Next Year ☐
- Check on summer progress of fall athletic fields ☐
- Rebuild files and update office records ☐
- Revise Activities Department Handbook to Board ☐
- Student Registration Packets: MS Handbook ☐ HS Handbook ☐ Consent Form ☐
Pamphlets ☐
- Tournament Manuals to Head Coaches ☐
- Provide fall coaches with physical, concussion list and equipment reminder ☐
- Inform coaches of rules meetings for their sports ☐

- Supervise conclusion of baseball, softball season ☐
- Supervise sectional softball or district baseball ☐
- Remind coaches Academic All-State/All-State nominations ☐
- Season Summary Packets: Baseball ☐ Softball ☐ ☐
- Season summaries for baseball and softball ☐
- School records for baseball and softball updated ☐
- Inventories from baseball/softball season filed ☐
- All baseball and softball equipment stored ☐
- Requisitions: Baseball ☐ Softball ☐ ☐
- Academic Achievement - Summer ☐
- Entry Fee reminders: Baseball ☐ Softball ☐ ☐
- Thank you letters sent concerning summer sports ☐
- Revise sports records ☐
- Financial report for year ☐
- Honor Plaque for year ☐
- Send in all entry forms for new season to athletic unions ☐
 - IGHSAU ☐ IHSAA ☐ IHSMA ☐ Speech ☐
- Sharing Agreements - IGHSAU ☐
- Pre-Season Packets: Cross Country ☐ Football ☐ Swimming ☐ VB ☐ Cheer ☐ ☐
- Email Association Handbooks ☐
 - IGHSAU ☐ IHSAA ☐ IHSAA MS ☐
- AED to Fieldhouse ☐

- Distribute schedules locally ☐
- Send out schedules and information sheet to opponents ☐
- Send cross-country schedule to Country Club ☐
- Send out all media information ☐
- Send out officials' lists and reminders
- Cross Country ☐ Football ☐ Volleyball ☐ Swimming (G) ☐ ☐
- Check officials' certification ☐
- Entry Fees: Cross Country ☐ Volleyball ☐ Swimming (G) ☐ ☐
- Requisition officials' checks - fall ☐
- Building and Grounds reminder Dewey Field ☐ Gymnasium ☐ ☐
- Check lights on football field ☐
- Check football field scoreboard and P.A. system ☐
- See that all fields are lined ☐
- Check bleachers in gym and football field ☐
- Check on gym scoreboard and P.A. system ☐
- Check on volleyball court and standards ☐
- Football practice equipment: Sled, Chutes, etc. ☐
- Print athletic passes ☐
- Check on ticket booths ☐
- Signs & ticket information for football ticket booth & volleyball gym entry ☐
- Set up press box for football (Signals, Roster) ☐

Work on format for programs (Include Trainer Ad) ☐

Locker Room Schedule: Game Nights ☐

Facility Practice Schedule ☐

Workers next year Fall ☐ Winter ☐ Spring ☐ Summer ☐

Line up team doctor ☐ rescue unit/DC Ambulance ☐ & police ☐ for FB home games ☐

Line up chain crew, announcer and scoreboard for home football games ☐
(Varsity, JV, 9, MS) List ☐ Letter ☐ Passes ☐

Volleyball (HS & MS): Announcer ☐ Scoreboard ☐ Line Judge ☐

Swim Meet: Timers ☐ Scorekeeper ☐ Announcers ☐

Meet with all sports coaches and distribute handbook ☐
Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐

See that coaches hold pre-season coaches' meeting for their sport ☐
Cross Country ☐ Football ☐ Swimming ☐ Volleyball ☐

Rosters: ☐

Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐ Cheerleaders ☐

All physicals, athletic forms, and code of conduct are turned in before first practice ☐
Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐ Cheerleaders ☐

Eligibility Check: ☐

Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐ Cheerleaders ☐
Band ☐ Vocal Music ☐ Drama ☐ Dance ☐ Speech ☐ TSA/VICA ☐

Exchange student eligibility ☐

Awards requirement: Cross-Country ☐ Football ☐ Swimming ☐ Volleyball ☐

Media Day Packets and Date ☐

Cheerleaders ☐ Cross Country ☐ Football ☐ Swimming ☐ Volleyball ☐ Band ☐

Booster Club Membership Drive ☐

Set up transportation with director of transportation	☐
Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐	
Arrange for flag for football games USA ☐ Iowa ☐ Perry ☐	☐
Volleyball tournament information	☐
Portable Units: Cross Country ☐	☐
National Anthem: Volleyball ☐ Swimming (G) ☐	☐
Organize Ambassadors schedule	☐
Sportsmanship Promotions	☐
Contest Reminders to Staff: Subvarsity Football ☐ Volleyball ☐	☐
Activity Pass Availability - KDLS, Chief, & School Announcements	☐
School Announcement: Admissions Reminder	☐
Recognition/Youth Nights: FB ☐ VB ☐	☐
Announcer Information: FB ☐ VB ☐ Swimming (G) ☐	☐
Game Format Information: MS FB ☐ MS VB ☐ HS VB ☐	☐
Game Manager Information: MS ☐ HS ☐	☐
IGHSAU Online Forms & Schedules:	☐
Sanitary Precautions Review with School Nurse & Building & Grounds	☐
Dewey Field/PAC Passes	☐
Concussion Mandate Reminder	☐
Activities Department Luncheon Order	☐
MS VB & MS BB Practices Schedules to the McCreary Center	☐
Email IHSA/IGHSAU Regulations/Guidelines	☐

Order Football/Volleyball Hospitality ☐

Email IHSA Fall Manual ☐

State Honors Night ☐

rSchool Today Renewal ☐

Fall Supervision ☐

GameTime Schedules & Format ☐

SEPTEMBER-OCTOBER

- Homecoming: Tailgate ☐ Street Permit ☐ Fireworks ☐ Fireworks Permit ☐ ☐
- Send out rosters: Football ☐ Volleyball ☐ ☐
- Pay Conference and District Football dues ☐
- Conference and District passes distributed ☐
- Join State Athletic Director's Association ☐
- Greet visiting teams & officials on game night Game Manager ☐ Ambassadors ☐ ☐
- Supervision for football games Administration ☐ Game Manager ☐ ☐
- Perry Volleyball Tournament preparation ☐
- Send out information for Cross Country Meet ☐
- Establish and line cross-country course ☐
- Ames All-American Requisition: Meet Management ☐
- Safety checks on facilities ☐
- Make sure football coaches are checking protective equipment ☐
- Senior Night activities: Mail Forms & Letters ☐
Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐
- Tournament Transportation ☐
- Set dates for Sports Award Nights ☐
Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐
- Entry Fee reminders: Volleyball ☐ Cross-Country ☐ ☐
- Bowling Schedule ☐
- Basketball Practice Schedule: High School ☐ Middle School ☐ PACES ☐ ☐
- Basketball Update & Winter Facility Conflicts during winter season ☐

- Remind coaches Academic All-State/All-State nominations ☐
- Season Summary Packets: ☐
 - Football ☐ Cross Country ☐ Volleyball ☐ Swimming ☐ Cheer ☐
- Renew Contracts: ☐
 - Baseball ☐ Softball ☐ Football ☐ Volleyball ☐ Cross Country ☐ Swimming (G) ☐
- Hire football officials for two years in advance (non-conference games) ☐
 - Varsity ☐ JV ☐
- Hire officials for baseball and softball two summers from now ☐
- Hire Officials: Volleyball ☐ Swimming ☐ ☐
- Enter Computer Schedules Fall Sports - next year ☐
- Advise winter sports coaches of upcoming rules meeting ☐
- Wrestling Scale Recertification ☐
- Wrestling Hydration and Body Composition Testing ☐
- Tournament Manuals to Head Coaches ☐
- Enter Evening Practice Times to Facility Schedule ☐
- Hall of Pride Module Update ☐
- Midterm Reminder ☐
- PAC AED to Nurses Office ☐
- Future Bound & Schedule Update - Fall ☐
- Concussion Mandate Reminder ☐
- Order Hospitality Officials Basketball ☐ Wrestling ☐ ☐
- PAC Windscreens Store ☐
- Winter Supervision ☐

NOVEMBER

- Fall sports coaches file season end summaries ☐
- Visit with fall sports' head coaches ☐
- Requisitions: Football ☐ Volleyball ☐ Swimming (G) ☐ Cross Country ☐ ☐
- Evaluations by head coaches of staff turned in to activities director ☐
- Complete fall inventories ☐
 - Swimming (G) ☐ Cross Country ☐ Football ☐ Volleyball ☐
- Bill cooperative swimming agreements ☐
- Volleyball Officials' Evaluation - IGHSAU ☐
- Academic Achievement - fall sports ☐
- Enter Summer & Fall Grades ☐
- Send thank you letters to all that helped in fall sports ☐
- Fall sports school records updated and filed ☐
- Meet with winter sports' head coaches and distribute Handbook ☐
 - Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐
- Pre-Season Packets ☐
 - Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐
- Prepare and send out to opponents winter sports information ☐
- Send out winter sports information to media ☐
- Tournament Information Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- Send out officials' lists and reminders ☐
- Check officials' certification ☐
- Requisition winter officials ☐

Entry Fees: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐

Set up winter sports transportation schedule ☐

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐

Rosters: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ ☐

Make sure all physical forms and code of conduct forms are turned in prior to first practice ☐

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐

Send out rosters for basketball as soon as possible ☐

Eligibility: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ ☐

TSA/VICA ☐ Music ☐ Academic Decathlon ☐ Drama ☐ Speech ☐

Ticket Information ☐

Locker Room Schedule: Game Nights ☐

Line up HS & MS scorekeepers ☐ timekeepers ☐ Police Supervision ☐ for: ☐

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐

Program information:

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ Trainer ☐ ☐

Announcer Information: Basketball ☐ Wrestling ☐ Bowling ☐ ☐

Event Sponsorship Basketball ☐ Wrestling ☐ ☐

Sportsmanship, Dinners & Halftime Promotions ☐

Check on trophies, ribbons, medals for all tournaments ☐

Inspect all indoor facilities for safety reasons, especially the bleachers ☐

Media Day: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ ☐

Set up preliminary plans for hosting basketball tournaments ☐

Winter Ambassadors schedule ☐

National Anthem:	Basketball ☐	Wrestling ☐	☐
Keys for locker rooms			☐
Prepare officials' room			☐
Two game balls			☐
Contest Reminders to Staff: Subvarsity Basketball	☐	Wrestling ☐	☐
Review summer baseball and softball schedules			☐
Check all track contracts. Fill the voids in any meets for spring			☐
Perry Relays ☐	Jayette Relays ☐	Bluejay Relays ☐	
Awards requirements:			☐
Basketball (G) ☐	Basketball (B) ☐	Wrestling ☐	Bowling ☐
Cheer ☐			
Order tickets for coaches for state tournaments			☐
Basketball (G) ☐	Basketball (B) ☐	Wrestling ☐	(Postmark <u>December 1st</u>)
Publicize policy for cancellation of events due to bad weather & facility use			☐
Update office calendar			☐
Review next year			☐
Prepare for two years			☐
Academic Eligibility Letters			☐
Senior Awards List			☐
Practice Reminder			☐
MISOA Schedule			☐
Email IHSA Winter Manual			☐
GameTime Schedules & Format			☐

DECEMBER-JANUARY

- Notify Winter Coaches and PE of Winter Concert ☐
- Place football orders for fall and have them fall billed ☐
- Volleyball and cross country requisitions ☐
- Have football helmets and shoulder pads reconditioned ☐
- Check on tournament orders ☐
- Work on 9th - JV basketball schedule for following year ☐
- Work on wrestling and swimming schedule for next year ☐
- Set up preliminary plans for hosting Perry Wrestling Tournament ☐
- Plan for hospitality room at tournaments ☐
- Contact Booster Club for wrestling concessions ☐
- Send out Sectional/District Information ☐
- Recognition/Youth Nights: BB ☐ WR ☐ ☐
- Senior Night activities: Mail Letters & Forms ☐
 - Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer & Dance ☐
- Entry fee reminders: Wrestling ☐ ☐
- Double check on baseball and softball officials ☐
- Check on winter strength & conditioning program ☐
- Complete spring and summer sports schedule ☐
- Renew basketball contracts JV ☐ V ☐ ☐
- Basketball officials contracts: JV ☐ V ☐ ☐

Renew wrestling contracts: JV ☐ V ☐ ☐

Hire wrestling tournament officials for future dates JV ☐ V ☐ ☐

Hire football officials: JV ☐ V ☐ ☐

Develop schedule and renew bowling contracts ☐

Future Swim Schedule to Recreation Center ☐

Country Club Membership ☐

Semester Eligibility Reminder ☐

Future Bound & Schedule Update - Winter ☐

Dewey Field/PAC Invoices - New Year ☐

Concussion Mandate Reminder ☐

Spring/Summer Supervision ☐

FEBRUARY

- Senior Nights for winter sports: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- State Honors Night ☐
- Double-check all tournament details ☐
- Team checklists filed for: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- Remind coaches Academic All-State/All-State nominations ☐
- Tournaments Contact police & concessions ☐
- Tournament Transportation ☐
- Band Olympics: Tarp ☐
- Entry fees for spring and summer ☐
- Publicize rules meeting for spring sports ☐
- Spring and Summer Schedule Packets to schools & officials ☐
- Order Spring & Summer Poster Schedules ☐
- Review contracts: Football ☐ Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- Season Summary Packet: ☐
 - Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ Dance ☐
- Enter Winter Grades ☐
- Pre-Season Packets: Track ☐ Golf ☐ Soccer ☐ ☐
- Academic Eligibility Letters ☐
- Tournament Manuals to Head Coaches ☐
- Senior Awards List ☐
- Letters and other awards prepared for program ☐

MARCH - APRIL

- Athletic Awards Nominations ☐
- Coaches of winter sports have season review meeting with athletic director ☐
- All evaluations completed of winter sports ☐
- Academic Achievement - winter ☐
- Requisitions: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐ ☐
- School records and any other items filed ☐
- Inventories of winter sports programs filed ☐
 - Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ Bowling ☐ Cheer ☐
- Winter sports season end reports filed ☐
- Send out thank you for the help provided during winter sports season ☐
- Fill out required officials rating for girls' basketball (IGHSAU) ☐
- Concussion Mandate Reminder ☐
- Meet with spring sports head coaches for pre-season meeting ☐
- All physicals, forms, and Code of Conduct turned in before first practice. ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- Rosters: ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- All spring sports information sent out to media ☐
- Eligibility check: ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
 - Band ☐ Vocal ☐ Drama ☐ Speech ☐ TSA/VICA ☐
- Transportation schedule set with director of transportation ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- Building & Grounds Reminder ☐

- Distribute schedules locally ☐
- Send out information concerning our home track and golf meets ☐
- Spring and summer sports schedules sent out to opponents ☐
- Golf schedule to Country Club ☐
- Send softball schedule to Girls' Athletic Union ☐
- Weather Indoor Practice Schedule ☐
- Entry Fees: ☐
- Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- Invitational information: Golf ☐ Soccer ☐ Track ☐ ☐
- Order Track Hospitality: High School ☐ Middle School ☐ ☐
- Tournament information: Softball ☐ Baseball ☐ ☐
- GameTime Schedules & Format ☐
- AED from Nurses Office to PAC ☐
- Send out officials' lists and reminders ☐
- Requisition officials' checks for spring ☐
- Prepare for soccer: ☐
- Announcer ☐ Game Manager ☐ Tickets ☐ Concessions ☐
- National Anthem ☐ Score Forms ☐ Police ☐
- Establish workers for HS & MS track: ☐
- Announcer ☐ Scorekeepers ☐ Field Events ☐ Timers ☐ Judges ☐
- Track Workers: Coaches & Team Reminder Memo ☐
- Announcer Information: Soccer ☐ Track ☐ ☐
- Media Day: TR (G) ☐ TR (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐ ☐

- All School Instrumental Music Concert reminders to Physical Education & Track ☐
- Drake Relays Registration ☐
- Prepare for hosting association district meets ☐
- Ticket Information ☐
- Complete & Order Senior Honors Plaques ☐
- Set date for spring sports programs ☐
- Awards requirements: ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- All equipment needed for baseball and softball ordered ☐
- Publicize softball and baseball rules meetings ☐
- Renew Contracts: Golf ☐ Track ☐ Track Starter ☐ Soccer ☐ ☐
- School Calendar: Elementary ☐ Middle School ☐ Admin. Center ☐ ☐
- Send entry blank for sectional golf to host schools ☐
- School Calendar Memo ☐
- Enter computer schedules next year - spring/summer sports ☐
- Pre-Season Packets: Baseball ☐ Softball ☐ ☐
- Senior Night activities: Mail Letters & Forms ☐
 - Track (G) ☐ Track (B) ☐ Golf (G) ☐ Golf (B) ☐ Soccer (B) ☐ Soccer (G) ☐
- Confirm Soccer Officials ☐
- Ames All-American Requisition ☐
- Invoice PAC Signage ☐
- Email IHSA Spring Manual ☐

MAY

MUSCO Control Link: Schedule Enter	☐	Coaches Information	☐
Tournament Transportation			☐
Review preparation for hosting IHSAA and IGHS AU sectional and district spring meets			☐
Entry fee reminders: Golf	☐	Track	☐
Golf Tournament Green Fees	Boys ☐	Girls ☐	☐
Entry Fees & Officials Fees:	Baseball ☐	Softball ☐	☐
Transportation schedule:	Baseball ☐	Softball ☐	☐
Rosters:	Baseball ☐	Softball ☐	☐
All physicals & code of conduct on file:	Baseball ☐	Softball ☐	☐
Eligibility check:	Baseball ☐	Softball ☐	☐
Send out baseball and softball information to opponents & umpires			☐
Check umpires' certification			☐
Supervise final preparation for softball and baseball			☐
Tournament Checklists & Ticket Information	Baseball ☐	Softball ☐	☐
National Anthem, Sound Systems, AED to PAC			☐
PAC Windscreens Install			☐
Line up announcer, scoreboard operators, ground crews:	Baseball ☐	Softball ☐	☐
Line up Ticket Takers:	Baseball ☐	Softball ☐	☐
GameTime Schedules & Format			☐
Opening game ceremonies			☐

Announcer Information:	Baseball ☐	Softball ☐	☐
Team Pictures:	Baseball ☐	Softball ☐	☐
Email IHSA Spring Manual			☐
Awards requirements:	Baseball ☐	Softball ☐	☐
Season Summary Spring Packets:	Track ☐	Golf ☐	Soccer ☐
Remind coaches Academic All-State/All-State nominations			☐
Enter Spring Grades			☐
File season end reports for golf, track and soccer as season is completed			☐
Academic achievement - Spring			☐
Spring sports award programs			☐
Track (G) ☐	Track (B) ☐	Golf (G) ☐	Golf (B) ☐
Soccer (B) ☐	Soccer (G) ☐		
Spring sports inventories filed:			☐
Track (G) ☐	Track (B) ☐	Golf (G) ☐	Golf (B) ☐
Soccer (B) ☐	Soccer (G) ☐		
Requisitions for spring sports:			☐
Track (G) ☐	Track (B) ☐	Golf (G) ☐	Golf (B) ☐
Soccer (B) ☐	Soccer (G) ☐		
Spring sports records revised and filed:			☐
Track (G) ☐	Track (B) ☐	Golf (G) ☐	Golf (B) ☐
Soccer (B) ☐	Soccer (G) ☐		
Write IHSA and IGHS AU thanking them for allowing to host tournaments this year and asking for next year's tournament			☐
Write thank you note to everyone who aided in spring sports			☐
Summer Sports & Skills/Camp Schedules			☐
Renew cooperative sharing programs	Bowling ☐	Soccer ☐	Swimming ☐
Renew Contracts:	Baseball ☐	Softball ☐	☐
Meet with superintendent and principal on summer maintenance work			☐

Fine Arts Calendar: Speech ☐ Drama ☐ Vocal ☐ Instrumental ☐ ☐

Organize School Activity Calendar ☐

Update Office Calendar & Merge Computer Schedules ☐

Set Media Days - Next year ☐

Review next two years:

Fall ☐ Winter ☐ Spring ☐ Summer ☐ Year _____

Fall ☐ Winter ☐ Spring ☐ Summer ☐ Year _____

Order marble dust & field dry for baseball and softball (B&G) ☐

Rules Meeting Reminder to Coaches ☐

Enter IGHS AU Schedules ☐

Memberships: IGHS AU ☐ IHSAA ☐ NIAAA ☐ ☐

Cross Country Schedule to Perry Golf & Country Club ☐

Tournament Manuals to Head Coaches ☐

Complete Request to Host for Next Year: IGHS AU ☐ IHSAA ☐ ☐

Practice Reminder ☐

Game Ball Order ☐

Ames All-American Contract ☐

Summer Fitness Program & Coordinators ☐

Semester Eligibility Reminder ☐

Future Bound & Schedule Update - Spring & Summer ☐

Email IHSAA Summer Manual ☐

JUNE

Academic Eligibility Letters ☐

Hats for workers ☐

Check on grounds concerning baseball/softball fields ☐

If hosting sectional softball or district baseball, send out information letters ☐

Renew trainer contract & ImPACT ☐

Check all association records to see if any filing is needed with the offices ☐

IGHSAU Softball Forms ☐

Tournament Transportation Baseball ☐ Softball ☐ ☐

Check on summer progress of fall athletic fields ☐

Senior Night activities: Mail Letters & Forms ☐
Baseball ☐ Softball ☐

Rebuild files and update office records ☐

Student Registration Packets: MS Handbook ☐ HS Handbook ☐ Consent Form ☐ ☐
Pamphlets ☐

Tournament Manuals to Head Coaches ☐

Renew memberships in IHSA and IGHSAU ☐

Fundraisers - Next school year ☐