

Please attach this sheet to your final reporting paperwork to acknowledge requirements are met.

**SUPPLEMENTAL POSITION:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Reporting Criteria for Supplemental Review 2015-16 School Year**  
**Creation of an Excel spreadsheet may be useful.**

**I. Dates/Times of Regularly Scheduled Meetings**

Provide specific dates, indicating time and duration of each meeting, for **all** meetings held.

For example, 9/17/15, 2:30 – 3:30 (1 hr.)

9/24/14, 2:30 – 3:45 (1.25 hrs.)

10/1/14, 2:30 – 3:30 (1 hr.)

10/8/14, 2:30 – 4:00 (1.5 hrs.)

COMPLETED and/or ATTACHED

Please attach this sheet to your final reporting paperwork to acknowledge requirements are met.

**II. Attendance at Regularly Scheduled Meetings**

Provide names of all students and/or staff in attendance at **each** meeting (or attach rosters for each meeting's attendance).

COMPLETED and/or ATTACHED

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**III. Dates/Times of Specified Events OUTSIDE of Regularly Scheduled Meetings**

Provide specific dates, indicating time and duration of each event, for **all** events held.

For example, Drive One 4 Ur School - 9/20/14, 1:00 – 4:00 (3 hrs.)

Blood Drive – 10/16/14, 8:00 – 12:00 (4 hrs.)

Robotics Competition – 3/13/15, 7:30 – 2:30 (7 hrs.)

3/14/15, 8:30 – 1:00 (4.5 hrs.)

COMPLETED and/or ATTACHED

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**IV. Attendance at Specified Events OUTSIDE of Regularly Scheduled Meetings**

Provide names of all students and/or staff in attendance for **each** specified event.

COMPLETED and/or ATTACHED

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**V. Hours Logged by Advisor/Coach in Preparation/Planning for Meetings/Events**

Please keep a log of all hours completed in preparing/planning for meetings/events.

COMPLETED and/or ATTACHED