

# EXTRA CURRICULAR YEAR-END SUMMARY REPORT

Due to the designated supervising administrator by June 15<sup>th</sup> of the school year  
(Note: Include activities planned through the end of the year)

Extra Curricular Activity Title: \_\_\_\_\_

Advisor(s) Name: \_\_\_\_\_

1. Please attach a roster of student participants and officers.
2. Please list separately the following information:
  - A. Group meeting dates & times held during the school day:

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B. Group meeting dates & times held outside of the school day:

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C. List of activities/events in which the co-curricular group was involved this year:

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D. For each activity/event please list the benefit to students and the district:

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Submitted to: \_\_\_\_\_

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Per Article XV, Section J: Co-curricular Accountability Procedure: All records related to the fiscal activities are to be submitted to the School Business Administrator.

Co-curricular personnel shall be evaluated once a year by a designated supervising administrator