

# COMPLETION OF COACHING/SPONSORING POSITION

When the extra-curricular sport/activity you are coaching/sponsoring is over, please complete this form and turn in to the Athletic Director.

With the Athletic Director's signature/approval, the amount for this event will be paid on the next available payroll after it is received in the payroll department

\_\_\_\_\_  
Sport Coached/Activity Sponsored

\_\_\_\_\_  
Date Activity Ended

\_\_\_\_\_  
Coach/Sponsor's Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Print Coach/Sponsor name

\_\_\_\_\_  
Athletic Director/Principal Signature

\_\_\_\_\_  
Date

**KEY FOB**                      **RETURNED** \_\_\_\_\_

**Please check with Payroll to verify that we have the correct account number for your payroll deposit.**