End of Year Checklist

Associate AD

_____ Student Evaluations completed and processed by May 15

Year end evaluation meeting/exit interviews

_____ Initiate and process Financial Aid Agreement(s) for newly initiated grant-in-aid offers for returning students:
  by June 1, fall & winter sports
  by June 15, spring sports

_____ Competitive Schedule (including scrimmages, alumni contests, etc. – ANY outside competition)
  due May 1, fall sports
  due June 1, winter & spring sports

_____ Playing Season Declaration Form
  due June 1, fall sports
  due July 1, winter & spring sports

Compliance

_____ Proposed Scholarship List to Pamela by May 15, fall & winter sports
  by June 1, spring sports

Non-renewals need written documentation of voluntary withdraw from team or justification for dismissing from team

_____ Roster Updates to Compliance by May 15
  Drop forms for graduating seniors or upperclassmen not returning
  Add forms for new prospects

_____ End of Season Participation Summary to Compliance by June 1
  Competed, Not Competed, Lettered (jacket size where appropriate)

_____ Equipment Inventory by June 1

_____ Submit recruiting records by June 1

_____ Schedule Fall team compliance meeting with Asst. Dir. of Compliance by July 1

_____ Pass Coaches Certification Examination deadline July 31

Business Office

_____ Fall Sport Equipment Orders approved and ordered by August 1

Sports Medicine

_____ Current CPR Certification deadline August 15th/prior to practice