

## **Extra-curricular Activity Checklist for Accountability Report:**

Development of this report would begin prior to the activity's start date and be due into the office no later than the end of the school year. Please note that certain portions of this report are due into the building office prior to the start of the activity (i.e. rules and policies) (this report is required for any organization that deals directly with students)

- ◆ **Name of Activity**
- ◆ **Inventory of equipment/supplies** – use attached form or put it on disk or e-mail it
- ◆ **Roster** – please attach the most recent listing of participants and if available listing of awards and recognitions
- ◆ **Election/selection of officers/leaders** – attach a list of participants that rose to leadership positions
- ◆ **Accounting of finances** – attach a listing of known funds spent peripheral to budget and activities general account (please take precautions against fraudulent claims)
- ◆ **Fund raising plans if desired** – what activities were conducted (please list gross income) and what activities are planned (include a brief description of the activity)
- ◆ **General plan of action and Purpose of organization** – include goals and how they line up with national, state, district, and building goals where appropriate
- ◆ **Specific meeting/practice plans** – include a typical practice plan and/or activity plan
- ◆ **Trip check lists** – check list used for an away from school activity (optional)
- ◆ **Rules/policies/constitutions – what document did you use to manage your activity and participants?** (these are due into the office prior to start of the activity or organizational activities)
- ◆ **Schedule of activities (competitions/meetings/trainings)**
- ◆ **Plan for community service projects**
- ◆ **Plan for expansion/growth of program or organization**
- ◆ **Adult assistants and duties/roles** – list names, roles and duties of assistants and/or other helpers.
- ◆ **Comments** - issues or other information pertinent to activity