

Club and Co-Curricular End of Year Report*

**If you are submitting a voucher for a seasonal co-curricular activity (Fall, Winter, Spring clubs and intramurals, please complete and attach this form to your Universal Pay Voucher.)*

Club Name	
Building	
Advisor's Name	
Weekly Meeting Schedule*	M T W Th F from _____ to _____ (Circle) (Month/Day) (Month/Day) <small>*(If club does not meet 1x/week, please indicate meeting frequency)</small>
Actual Meeting Dates** REQUIRED	<small>**If necessary, you may attach a separate sheet.</small>
Number of Students Enrolled	
Average Number of Students in Attendance	
Activities	
Events	
Is Club Recommended to Continue Next Year?	_____ Yes _____ No

Advisor's Signature

Date

Principal's Signature

Date

This form must be completed and returned to Human Resources by 4/30/09 along with your completed Universal Pay Voucher in order to receive stipend payment for the 5/30/09 payroll. Thank you! *Please note: Fall vouchers and End of Year reports are due by 10/31/08; Winter vouchers and End of Year reports are due by 1/30/09 and Spring vouchers and End of Year reports are due by 4/30/09.*