

**FHS ATHLETICS POST SEASON CHECKLIST**

<b>Varsity</b>		<b>Sub-Varsity</b>
_____	<b>Equip/Uniforms returned</b>	_____
_____	<b>Uniforms inventoried</b>	_____
_____	<b>Officials ratings completed on line</b>	_____
_____	<b>Coach Self- Eval complete</b>	_____
_____	<b>Subvarsity eval complete</b>	<b>NA</b>
_____	<b>Med kits returned</b>	_____
_____	<b>Locks returned, lockers cleared</b>	_____
_____	<b>Season summary completed/turned in</b>	_____
_____	<b>Post season meeting with coach/AD</b>	_____
_____	<b>Awards info submitted</b>	<b>NA</b>
_____	<b>Banquet info submitted</b>	<b>NA</b>
_____	<b>Fine list submitted</b>	_____
_____	<b>Keys returned <u>All Subvarsity</u></b>	_____
_____	<b>School records update submitted</b>	<b>NA</b>
_____	<b>Internal Ledger Book Balanced/Returned</b>	<b>NA</b>

**Please return this checklist with post -season paperwork when completed.**

**Coach signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**AD Approval for payroll request** \_\_\_\_\_