

RSU 26

CO/EXTRA-CURRICULAR ADVISORS/COACHES PROCEDURES

As a Co-Curricular and/or Extra-Curricular advisor your job is to oversee the activity in which you are advising. That may be coaching a team, putting on a production, leading a group or whatever task that your activity is involved in. If there are other resources needed such as people, supplies, travel, etc. your first step is always to see your building principal and/or athletic director.

ADDITIONAL STAFF

Anytime additional staff is needed, such as an assistant coach, tech director, contracted provider, etc, whether paid or volunteer you must first get approval for this position from the building principal and/or the athletic director.

- If you are requesting a volunteer, the building principal must first approve. Next there is paperwork that must be completed by the volunteer and approved by the business office before the person may begin working
- If it is a paid stipend position the building principal and/or athletic director must make sure there is an open position. Then the following procedure will be followed:
 1. The building principal and/or athletic director will ask the business office to post the open position and applications will be accepted.
 2. Once applications are collected the advisor and the building principal/athletic director together will choose a candidate.
 3. The building principal/athletic director will then ask the Superintendent to bring the candidate to the school board for approval.
 4. After RSU Board of Directors has approved, a contract will be done by the business office and sent to the candidate for signature
 5. Once contract is signed and employment paperwork is completed, the employee may begin work. Something to keep in mind, fingerprinting must be approved before they can begin work. (This can take 6-8 weeks) That is a [state law](#) not a RSU 26 rule.
- If you are requesting a contracted provider position, the building principal must approve the contracted provider and then you must check in with the business office to make sure the person qualifies as a contracted provider. Once all approval is given the contracted provider may begin work.
 1. After the completion of the work agreed upon, the contractor service provider must submit an invoice for payment.
 2. The invoice is submitted to the building principal or admin asst for approval of payment.

SUPPLIES/MATERIALS

Advisors/ Coaches are asked to submit a budget for the coming year for things such as supplies, materials, travel exp, etc. If you would like to purchase something for your activity from your budget you will need to follow the following procedure:

- 1.

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2. See your building administrative assistant or athletic director. They can check your budget, get the approval for your purchase, and order for you through a Purchase Order.
3. When your order is received you let your building admin asst know and bring them a packing slip and/or invoice if available. They will send the invoice and PO to business office for payment.
4. Do not pay for things and then ask to get reimbursed unless you have prior approval to do so from your building principal. There is usually a way that we can work around the need for you to spend your own money. If there is not then proper you will get approval for the reimbursement and then reimbursement procedures will be followed. (See Employee Reimbursement Procedures)

TRAVEL

Athletic travel is handled by the Athletic Director. All other travel must go through your building principal and the transportation director.

- Travel to a contest or field trip via school bus requires a transportation request form, which can be found at the school offices and on staff portal.
- RSU 26 does not pay for a coach bus for teams to travel in. Those requesting a coach bus must pay the difference in cost between a regular school bus and a coach bus. This can be done through fundraised monies, donations, parental fees, etc.
- Travel to New England and/or National competitions is not funded through the RSU 26 budget. Teams must cover all travel costs including flights, cars, mileage, hotels, etc
- Bussing to state competitions is covered however additional costs such as hotels, coach busses, etc must be covered by the teams through fundraised monies, donations, parental fees, etc.

FUNDRAISING

Many Co-Curricular and Extra-Curricular activities like to fundraise for extra things outside of the budget such as clothing, fun activities, camps, etc. All fundraiser activities must be approved by the building principal or athletic director before they may take place. See the building principal and/or the admin asst for the proper approval form.

See procedure for school activity accounts for proper procedures on depositing and spending fundraised monies. Keep in mind these monies are set aside for your particular group but they are still the property of the school. They must be used in a manner that follows all RSU 26 financial rules and regulations.