

Check Out List

Must be completed within two weeks of last game/match.

- _____ Schedule end-of-season checkout meeting with AD
- _____ Collect/Inventory all equipment-Provide Inventory list to AD
- _____ Collect/Inventory all uniforms-Provide inventory list to AD
- _____ Submit request for uniform/equipment needs for next year.
- _____ Organize end-of-season party
- _____ Turn in keys (If Applicable)
- _____ Overall Record
- _____ Finish/Place in League
- _____ Update Address/Phone #/email (Provide to AD)

_____ Coach's Name - Sport