

**Folsom Cordova Unified School District
Certificated Extra Assignment Agreement**

List below the name or names of all participating site coaches:

Site Name _____

Name _____ Employee ID# _____ Email _____

Name _____ Employee ID# _____ Email _____

Name _____ Employee ID# _____ Email _____

- current full-time district employee
- current part-time district employee

Outcomes or Project Description (attach sheet):

History Day Site Coach:

- Please see back side for coach duties
- Number of students who participated at site
- Students going on to SCOE

Timeframe:

- Upon completion of History Day process

Evidence:

- End of year report needs to be attached; this should be an explanation of how you carried out the required duties.

Stipend Amount:

- Less than 10 student participants: \$200
- 10-20 student participants: \$300
- More than 20 student participants: \$400

*Please note - stipends are based on site participation. Multiple site coaches will share the site's stipend. Stipend amount will be determined after FCUSD History Day participation numbers are received January 26, 2015.

Starting: September 2016 Ending: May 2017

Funding source/budget string: _____

Site Administrator requesting services: _____
(signature and date)

District Administrator responsible for funding source: _____
(signature and date)

Contractor/Site Coach: _____
(signature and date)

Contractor/Site Coach: _____
(signature and date)

Contractor/Site Coach: _____
(signature and date)

Make a copy for each signer. Audit records to be maintained by department responsible for funding source. Variable time sheets are due to funding department for signature by the 25th of the month at the end of September, December (19th), March, and/or June.

Site History Day Coach – Duties 2016-2017

The main job of a History Day Site Coach is to support students throughout the History Day process, advising students on themes, project types, contest rules, etc. Additionally, there are other duties of site coaches:

- Recruit students to participate.
- Recruit at least **5 judges** to participate at the January 26th district event.
- Communicate with students and parents regarding time lines and responsibilities.
- **Register students at district, county, and subsequent competitions.**
- **Collect fees or coordinate funding through site or district for all participating events.**
- Communicate with District, County and State History Day Coordinators as needed.
- Notify FCUSD History Day coordinator of awards that their students earn at each level.
- Attend the January 26, 2017 FCUSD History Day Competition

Optional Duties:

- Travel to County, State and National level contests to support and guide students through those contest experiences
- Fundraising – organize fundraisers to assist in paying student and site-level fees. Meet with PTO or PTA organizations to help supplement the costs involved in participating at each level of the program.

Important Dates:

- **September 7, 2016:** Sacramento County Coaches Meeting, Del Campo High School
- **September 8, 2016:** Sacramento County Coaches Meeting, Monterey Trail High School
- **October 8, 2016:** Sacramento Archives Crawl, California State Archives
- **December 9, 2016:** School Participation Form due to Sacramento County
- **January 7, 2017:** District Registration deadline (Google Form)
- **January 26, 2017:** District Competition, Cordova HS, Rancho Cordova, CA
- **February 3, 2017:** School and Student Registration deadline for Sacramento County
- **February 15, 2017:** Website, Historical Papers, and Documentary entries are due to county
- **March 4, 2017:** Sacramento County Competition, Inderkum High School, Sacramento, CA
- **May 6-7, 2017:** California State Competition, William Jessup University, Rocklin, CA
- **June 11-15, 2017:** National Competition, College Park, MD