

MEMO

To: Convenor of Interschool Sports
From: Todd Awender
Subject: Accessing Supply Coverage
Date: September 1st, 2009

The Greater Essex County District School Board has allowed the G.E.C.E.A.A. a certain amount of supply teacher coverage for teachers organizing divisional and district championships or for executive business.

You are entitled to one half day supply coverage to perform the necessary duties involved. You must follow this protocol.

1. Inform your principal early in the year that you will be acting as a convenor or executive member and will need the consideration described above.
2. Two weeks prior to the anticipated ½ day, discuss with your principal the day needed. The principal must approve the mutually agreed on date and will indicate approval by signing this form.
3. Call TESS requesting the date and use the code 86.
4. Send this completed form by the fax or courier to Todd Awender, Bellewood (966-3896 fax).

Thank you for your efforts.

Convenor's Name _____ School _____ Phone _____

Sport _____ Girls or Boys (circle one) Divisional or District (circle one)

Date of Event _____ Date of Coverage _____

Principal's Signature _____

*PLEASE FAX TO TODD AWENDER @ BELLEWOOD 966-3896 OR SEND IN COURIER