

PD-EC-OT – UNIVERSAL SUPPLEMENTAL PAY LOG – ACTIVITY CATEGORIES

A. Funding

YEAR	FUND	AGENCY	ORG	ACTIVITY	OBJECT	REPT. GRP.	DATE ENTERED INTO THE PAYROLL SYSTEM

B. TYPE OF SUPPLEMENTAL PAY (Check Box)

EXTRACURRICULAR (EC)

PROFESSIONAL DEVELOPMENT (PD)

SUMMER

OVERTIME (OT)

C. EVENT DESCRIPTION

D. CONTACT PERSON: _____ **PHONE NO.** _____ **E-MAIL:** _____

EVENT LOCATION (SCHOOL / OFFICE): _____

E. SUPPLEMENTAL PAY CATEGORY DETAIL

Professional Development Categories (choose the single best category)

<i>Core Curriculum</i>	<i>Social / Emotional</i>	<i>Technology</i>	<i>School Leadership and Management</i>	<i>Parent Training</i>	<i>Other</i>

EXTRA-CURRICULAR CATEGORY DETAIL (choose the single best category)

<i>Academic Enrichment</i> Learning that allows students to engage topics and peers	<i>Health and Wellness</i> Athletic contest or competition other than interscholastic	<i>Community & Civic Engagement</i> Addressing issues of concern such as voting, current events, student leadership, etc.	<i>Cultural / Affinity</i> Students exploring different aspects of their identity and for community among peers
<i>Curriculum Support</i> Academic learning primarily organized and run by teachers and staff	<i>Events, Fairs, Assemblies</i> Individual or recurring events	<i>Music and Visual / Performing Arts</i> Activities and clubs	<i>Science and Technology</i> Activity not directly related to academic learning such as robotics clubs, computer clubs, etc.
<i>Special Interest</i> Student interest activity not specifically related to academic learning	<i>School-Wide Initiatives and Committees</i> Activities by staff with limited participation by students, e.g., teacher conferences, school selection interviews	<i>Student Government</i> Student represented bodies related to events, activities, initiatives, etc.	<i>Student Publications</i> Student run media (print, web, broadcast, etc.)

**THE SCHOOL DISTRICT OF PHILADELPHIA
GRANT COMPLIANCE OFFICE (GCO)
SUPPLEMENTAL PAY ATTENDANCE LOG
ALL FUNDING SOURCES**

This form is intended for:
 *Single employee use / overtime
 *EC without students
 *Multiple staff activities during the school year and summer

Sign in logs should be maintained for all events, regardless of funding source

A. EVENT DESCRIPTION:

EVENT LOCATION: _____

This form is not complete until the Principal / Administrator has signed the certification at the end of the Attendance Log

B. ATTENDEES

Employees signing the attendance form certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.

To be completed by Principal / Administrator

Employees sign their names as they arrive and at the end of the event / session. No one shall sign in / out for any other employee.

EVENT DATE(S): _____

EVENT BEGINNING TIME: _____

EVENT ENDING TIME: _____

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN (<i>ORIGINAL INK</i>)		SIGN-OUT (<i>ORIGINAL INK</i>)		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

This is to certify that the individuals in the positions listed have attended the PD / EC or related event during the time and date indicated pursuant to the objective(s) of the funding source indicated.

C. PRINCIPAL / ADMINISTRATOR SIGNATURE: _____

DATE: _____

B. ATTENDEES

Employees signing the attendance form certify that they have participated in the event during the date indicated and the time verified by the employee sign-in and sign-out times.

To be completed by Principal / Administrator

Employees sign their names as they arrive and at the end of the event / session. No one shall sign in / out for any other employee.

EVENT DATE(S): _____

EVENT BEGINNING TIME: _____

EVENT ENDING TIME: _____

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN (<i>ORIGINAL INK</i>)		SIGN-OUT (<i>ORIGINAL INK</i>)		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								

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C. PRINCIPAL / ADMINISTRATOR SIGNATURE: _____

DATE: _____

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EVENT DATE(S): _____

EVENT BEGINNING TIME: _____

EVENT ENDING TIME: _____

	DATE	PRINTED EMPLOYEE NAME	EMPLOYEE EIN	SIGN-IN (ORIGINAL INK)		SIGN-OUT (ORIGINAL INK)		POSITION
				SIGNATURE	SIGN-IN TIME	SIGNATURE	SIGN-OUT TIME	
30.								
31.								
32.								
33.								
34.								
35.								
36.								
37.								
38.								
39.								
40.								
41.								
42.								
43.								
44.								
45.								
46.								
47.								

This is to certify that the individuals in the positions listed have attended the PD / EC or related event during the time and date indicated pursuant to the objective(s) of the funding source indicated.

C. PRINCIPAL / ADMINISTRATOR SIGNATURE: _____

DATE: _____

EC Categories	Description	Example Organizations / Activities	
Academic Enrichment	Activities that are related to academic learning, but not explicitly connected to a particular curriculum, that allow students to engage with topics and their peers at a higher level.	Math Club Science Club Other Academic Association	History Club Homework Club
Health and Wellness	Activities that include an athletic contest or competition other than interscholastic athletics.	Cheerleading Lacrosse Fitness Club	Basketball Ultimate Frisbee
Community & Civic Engagement	Activities that promote participation addressing issues of public concern, such as voting, current events, or student leadership.	Current Events Peer Club National Honor Society (NHS) Debate Club Tutoring (students tutoring students)	Leadership Tutoring Volunteering Mock Trial
Cultural/Affinity	Activities that offer opportunities for students to explore different aspects of their identity and find community among their peers.	Gay Straight Alliance (GSA) Hispanic/Latinx Club Multicultural Club Religion (Variety)	African American Club Asian Pacific Islander Club Khmer Club
Curriculum Support	Activities that support academic learning and are primarily organized and run by teachers and school staff.	Credit Recovery Course Review NOCTI Prep Tutoring (teachers tutoring students)	Homework Support SAT Prep
Events, Fairs, and Assemblies	Activities supporting individual or recurring events, such as Senior Night, School Fairs, College Information or Financial Aid Fairs, and assemblies.	Senior Events College Information Parent Events	Open House School Fair Assembly
Music	Activities related to musical arts and performances, such as Music Club, Jazz Band, Orchestra, and Marching Band.	Music Club Jazz Band Drumline	Choir Orchestra Marching Band
Science and Technology	Activities related to student interest and engagement in science and technology not directly related to academic learning, such as Robotics Club, Engineering Club, Website Design, and Computer Science.	Robotics Club Technology Club Engineering Club	Website Design Computer Science/Coding
Special Interest	Activities that cater to a specific student interest not directly related to academic learning.	Chess Club Finance Foreign Language Club E-Sports	Book Club Poetry Club Film Club Business Club
School-Wide Initiatives and Committees	Activities run or led by school staff with limited participation by students, such as Parent-Teacher Conferences or School Selection interviews.	School Selection	Parent Teacher Conferences
Student Government	Activities related to student government or councils, where students are elected or appointed to help with specific events, activities, programs, policies, and initiatives around school.	Student Government	Student Council
Student Publications	Activities related to student-run media and publication outlets, including print, radio, broadcast, or web-based.	Yearbook Newspaper Announcements	Magazine Broadcasting
Visual and Performing Arts	Activities related to visual and performing arts, including dance, theater, art, design, and other visual performances.	Art Club Drama Club Glee Club	Theater Dance Club Improv Club