Request For Extended Contract Hours

Instructor's name:	
Date of request (must be prior to	time worked):
Article XVII, 17.2 Additional time may be approved at the discretion of the administration for the following purposes: 1. Improvement of curriculum and instruction 2. Maintenance of equipment in instructional areas. 3. Continued visits to business, school and industry related to instructional area. 4. Sponsor club activities related to instructional area as assigned. 5. Other duties/projects as assigned or approved by the administration.	
Please give a detailed description of work that will be completed:	
Date(s) that work will take place:	
Time(s) that work will take place: Approval must be granted before requested work begins.	
Approved: Per hour rate: \$ Total amount: \$	Denied: (reason)
-	date:
_	date:
To be filled out after complete Completed as stated above: Yes Time Card Completed:	No: Reason:
Instructor Signature:	