

## Request for Extra Duties

- If you have taken on extra duties, submit a letter requesting these duties to your mentor and to your principal within 10 days of requesting those responsibilities.
- These duties include sponsoring clubs and coaching or assisting with teams and do not include hall duty, bus duty, lunch duty, and the like.
- These letters need to be addressed to your principal, and (s)he needs to retain a copy. Because they need your signature, please do not submit these electronically.
- These will be retained in your beginning teacher file.
- These requests protect you; if you refer to the home page of the beginning teacher website, you will see the state policy that prohibits new teachers from taking on extra duties in their first 3 years unless they (the teacher) makes a request in writing.

Please know that your first responsibility is to your classroom and completing the licensure process. These duties should not interfere with your teaching or with your involvement in the Great Beginnings Induction program.

A template is provided below:

**[Your Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**  
**[Date]**

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**,

I am writing to request the duty of sponsoring the **[club name]** or of coaching **[sport name]** for the 2016 - 2017 school year. I realize that my participation in this activity is not required and I am willingly taking on this responsibility.

Sincerely,

**[Your Name]**

