



COMMITTEE ASSIGNMENT WORKSHEET

Course Information

Course/Program Title: _____

Class Location: _____

Instructor(s): _____

Unit #	Day/Date	Time	Administrator(s)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

Class Administrator's Responsibilities

- Inventory Student Manuals
- Order necessary I-CAR materials (3 weeks prior to class)
- Set up class Registration area
- Register Students
- Monitor Anti-Trust Guidelines
- Roll call at end of class
- Promptly complete class paperwork
- Mail paperwork to I-CAR Home Office

(OVER)

Special Equipment, Products and Guest Speakers

Unit #	Needed	Manuals On Hand	To Order
1. _____ _____ _____	_____	_____	_____
2. _____ _____ _____	_____	_____	_____
3. _____ _____ _____	_____	_____	_____
4. _____ _____ _____	_____	_____	_____
5. _____ _____ _____	_____	_____	_____
6. _____ _____ _____	_____	_____	_____
7. _____ _____ _____	_____	_____	_____
8. _____ _____ _____	_____	_____	_____

Student recruiting coordinated by: _____
Mailing coordinated by: _____
Date mailing list is to be prepared: _____
Date mailing is to be completed and mailed: _____
Postage and printing donated by: _____