

Sweet Home Central School District of Amherst and Tonawanda

1901 Sweet Home Road • Amherst, New York 14228

Variable Extra-Curricular Activity (VEA) Verification Summary Form

Advisor Name: Co-Advisor Name:		Did your club run? YES or NO
Name of Activity:		Date activity completed?
School Year:	Total Hours Approved by VEA Committee::	
Building:	Total Hours Completed: Virtual Hours: _____ Face to Face Hours: _____	

Please use this form to track the dates and hours of club activities, and the number of students participating in each meeting/activity. If you need more space, simply staple additional logs to this form. This tracking form must be turned in order for payment to be authorized. Please maintain records of student sign-in sheets to verify attendance.

Note: Hours listed must occur before/after school day, with 5+ students in attendance.

Date of Activity	Activity Description	No. of Students	No. of Hours
		TOTAL HOURS:	

Advisor's Signature	Date:
Principal's Signature	Date:

Please submit completed form to the Office of Human Resources no later than June 1

last update 7.2025