

# **TIMELINE, WRAP UP, & PARENT SERVICE HOUR FORM**

SCHOOL YEAR: 2017-2018 \_\_\_\_\_ TEAM (COLOR OR CLASS): \_\_\_\_\_

YOUR NAME: \_\_\_\_\_ PAL POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

## **LIST WHAT YOU DID AND WHEN. ATTACH COPIES OF PERTINENT EMAILS OR DOCUMENTS:**

Include meetings, calls, emails, preparations, publicizing event, contacts, etc.

HR	DATE	Please report all hours of service to MCP, including those in excess of 15 hours. The Board of Regents has set the following policy regarding refreshments: Store bought: \$25 of refreshments = 1 service hours. MUST attach receipt to form to receive credit. Homemade: 4 dozen homemade cookies, or equivalent homemade refreshment = 1 service hour.
	<u><b>Total Hours</b></u>	

**LIST ITEMS, FOOD, ETC. THAT WERE DONATED OR PURCHASED. OR IF YOU USED A SIGN UP DOCUMENT ATTACH COPY TO REPORT.**

ITEM(S)	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>TOTAL</b>	\$

**ADDITIONAL INFORMATION:** What recommendations do you have for the next person holding this position? What worked well? Would you do anything differently?

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**PLEASE ATTACH** any other documents which might be useful for future planning including, but not limited to, sign-up documents, email correspondence, flyers, or form letters.

**PLEASE NOTE:** When submitting your electronic copy, please save as "School Year PAL Position" (Example: "2017-18 President")

**For Report:** Email your completed form to Melissa Lile at [melissa.lile@gmail.com](mailto:melissa.lile@gmail.com) and she will upload it to the Job Reports website. You may also fill out a hard copy and turn it in at a Parents Association meeting or mail to Lois Gall at MCP. If you would like to have someone else write your report for you, contact the Parents Assn. Report Writer, DeDe Basile, at [dedeb@me.com](mailto:dedeb@me.com) or 805-909-0226..

**For Service Hour Credit:** Form may be mailed, faxed (543-4359), or emailed to [gkrossa@missionprep.org](mailto:gkrossa@missionprep.org) – make sure to incomplete copies of necessary receipts.