



MISSION COLLEGE PREP

PARENTS ASSOCIATION WRAP-UP REPORT

Passing on information is a priceless gift only you can give to other volunteers,
and ultimately to the students and families of MCP.

This form is designed to assist you in writing your Wrap-up Report. You may use this form, or use it as a guide for creating your report in any format you choose. Please report what you did, especially those tasks that are not listed in your job description, and would be helpful to the next person volunteering for this position.

If you would like to have someone else write your report for you, contact the Report Writer: Dede Basile at dedeb@me.com or 805-909-0226

SCHOOL YEAR: 2017-2018

TEAM(COLOR OR CLASS): _____

YOUR NAME: _____

JOB TITLE: _____

PHONE: _____

EMAIL: _____

1. LIST WHAT YOU DID AND WHEN. ATTACH COPIES OF PERTINENT EMAILS OR DOCUMENTS.

Include start date, meetings, calls & emails, preparations, publicizing event, etc.

| DATE | WHAT YOU DID |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. WHO WERE YOUR KEY CONTACTS?

P = Parent ... F = Faculty ... S = Student

| P | F | S | NAME | PHONE | EMAIL |
|--------------------------|--------------------------|--------------------------|-------|-----------|-------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | () _____ | _____ |

SAVE ELECTRONIC COPIES WITH THE SCHOOL YEAR AND JOB TITLE
(ex., 2017-18 Freshman Dance)

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

| ITEM(S) | DONATED | PURCHASED |
|---------|---------|-----------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

4. **WHAT RECOMMENDATIONS DO YOU HAVE FOR THE NEXT PERSON HOLDING THIS POSITION?**

What worked well? Would you do anything differently?

5. **ADDITIONAL INFORMATION OR OTHER COMMENTS**

Please attach any other documents which might be useful for future planning including, email correspondence, flyers, form letters or anything else.

When you have completed your report, email to Melissa Lile at melissa.lile@gmail.com, and it will be uploaded 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.