

**SCHOOL YEAR:** \_\_\_\_\_ **TEAM (COLOR OR CLASS):** \_\_\_\_\_

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

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

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

<u>HR</u>	<u>DATE</u>	<u>LIST WHAT YOU DID AND WHEN. ATTACH COPIES OF PERTINENT EMAILS OR DOCUMENTS:</u> Include meetings, calls, emails, preparations, publicizing event, contacts, etc.
	<b><u>Total Hours</u></b>	Please report all hours of service to MCP, including those in excess of 15. Regarding refreshments, the Board of Regents has set the following policy... Store bought: \$25 of refreshments = one service hour. Attach receipt to service hour form. Homemade: 4 dozen homemade cookies, or equivalent homemade refreshments = one service hour.

**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?

---

---

---

---

---

---

---

---

**PLEASE ATTACH** any other documents which might be useful for future planning including, sign-up documents, email correspondence, flyers, form letters or anything else.

**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 [kgrossa@missionprep.org](mailto:kgrossa@missionprep.org)