



MISSION COLLEGE PREP PARENTS ASSOCIATION

TEAM PARENT 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: Sonia Rodriguez at srodriguezfamily@yahoo.com or 805-441-3533.

SCHOOL YEAR: _____

TEAM (COLOR OR CLASS): SPORTS – GREEN

YOUR NAME: _____

SPORT: _____

PHONE: _____

EMAIL: _____

COACH: _____

COACH'S EMAIL: _____

CHECK BOXES OF TASKS YOU COMPLETED AS TEAM PARENT

- ☐ COMPLETE VOLUNTEER CLEARANCE
- ☐ BACK TO SCHOOL GREEN TEAM MEETING – UPDATE JOB REPORTS PAGE – READ PAL FOLDER INFO
- ☐ READ PRIOR REPORTS ON JOB REPORTS WEBSITE
- ☐ CONTACT COACH
- ☐ GET TEAM ROSTER
- ☐ RECRUIT TRANSPORTATION PARENT
- ☐ FOOTBALL ONLY: RECRUIT CHAINS PARENTS
- ☐ EMAIL PARENTS OF ATHLETES - INTRODUCE YOURSELF – ATTACH TEAM ROSTER, GAME SCHEDULE & DRIVER CLEARANCE AND PROTOCOL DOCUMENTS
- ☐ SUBMIT LIST OF VOLUNTEERS TO MCP OFFICE SECRETARY TO CONFIRM THEIR CLEARANCE
- ☐ OTHER EMAILS SENT (LIST BELOW)
- ☐ ARRANGE FOR SNACKS OR WATER FOR GAMES
- ☐ RECRUIT FOR ADMISSION GATE & CONCESSIONS
- ☐ ATTEND KITCHEN TRAINING (IF DOING TEAM DINNERS)
- ☐ ORGANIZE & PLAN TEAM DINNERS (GIVE DETAILS BELOW)
- ☐ COMMUNICATE TEAM PICTURE INFO TO PARENTS
- ☐ COMPLETE SENIOR NIGHT REQUIREMENTS (SEE #11 ON JOB DESCRIPTION)
- ☐ ORGANIZE END OF SEASON AWARDS BANQUET/END OF SEASON PARTY (GIVE DETAILS BELOW)
- ☐ ASSIST ATHLETES IN GETTING COACH'S GIFT AND CARDS
- ☐ THANK VOLUNTEERS
- ☐ CAN PERSON NEXT HOLDING THIS POSITION CONTACT YOU?
- ☐ OTHER (LIST)

FOR EACH ITEM BELOW LIST WHAT YOU DID AND WHEN. ATTACH DOCUMENTS, INCLUDING SIGN-UP DOCS. Include start date, meetings, calls & emails, preparations, etc., including pre-season.

1. PRE-SEASON

DATE

WHAT YOU DID

2. DURING SEASON (See below to add comments for Team Dinners, End-of-Season Party & Emails)

DATE

WHAT YOU DID

SAVE ELECTRONIC COPIES WITH THE SCHOOL YEAR AND JOB TITLE
(ex., 2020-21 V. Womens Volleyball)

3. TEAM DINNERS (if applicable)**DATE****WHAT YOU DID**

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4. END OF SEASON AWARDS PARTY**DATE****WHAT YOU DID**

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5. OTHER EMAILS. ATTACH COPIES OF PERTINENT EMAILS**DATE****TOPIC**

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6. 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"/> | | () | |

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

What worked well? Would you do anything differently?

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8. ADDITIONAL INFORMATION OR OTHER COMMENTS

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When you have completed your report, email to Sonia Rodriguez at srodrigueznfamily@yahoo.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 Karen Beaudin at Mission College Prep.

v. 06-2020

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