

## TIMELINE and WRAP UP REPORT

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

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

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

<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 EITHER NOTE THAT IT CAN BE FOUND ON THE MCP SIGN-UP GENIUS ACCOUNT, OR 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, 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: "2020-10 Fr. Staff Appreciation")

**For Report:** Email your completed form to Sonia Rodriguez at srodrigueznfamily@yahoo.com and she will upload it to the Job Reports website. Or you may fill out a hard copy and turn it in at a Parents Association meeting, or mail to Karen Beaudin at MCP. If you would like assistance or to have your report written for you, contact the Parents Assn. Reports Coordinator, Sonia Rodriguez at srodrigueznfamily@yahoo.com or 805- 441-3533.