



# 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.

**Important: Save your completed form & include in the title the school year and your job title/activity (example: 2020-21 V. Football)**

This form is designed to assist you in writing your Wrap-up Report. You may use this form as a fillable, 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: \_\_\_\_\_

### 1. CHECK BOXES OF TASKS YOU COMPLETED AS TEAM PARENT

- Completed Volunteer Clearance
- Attended Back-to-School Team Meeting – Updated Job Reports page – Read PAL folder info
- Read prior reports on Job Reports website
- Contacted coach
- Got team roster
- Recruited parent for transportation
- Emailed parents of athletes - introduced yourself, attached team roster, game schedule, & driver clearance and protocol documents
- Submitted list of volunteers to Lori Wooldridge in MCP's Main Office to confirm their clearance.
- Other emails sent (list below)
- Arranged for snacks and/or water for games
- Recruited for Admission Gate & Concessions
- Attended kitchen training
- Organized & planned team dinners (give details below)
- Communicated team picture info to parents
- Completed Senior Night Requirements (see #11 on Job Description)
- Organized end-of-season awards banquet (give details below)
- Assisted athletes in getting coach's gift
- Thanked volunteers
- Other (list) \_\_\_\_\_

### **LIST WHAT YOU DID AND WHEN. ATTACH DOCUMENTS, INCLUDING SIGN-UP DOCS.**

***Include start date, meetings, calls & emails, preparations, etc.***

### **2. TEAM DINNER: Include the Date & What you did**

3. **AWARDS BANQUET:** Include the Date & What you did

4. **OTHER EMAILS. ATTACH COPIES OF PERTINENT EMAILS:** Include the Date & Topic

5. **WHO WERE YOUR KEY CONTACTS?** P = Parent, F = Faculty, S = Student

P	F	S	NAME	PHONE	EMAIL
			_____	_____	_____
			_____	_____	_____
			_____	_____	_____

6. **WHAT RECOMMENDATIONS DO YOU HAVE FOR THE NEXT PERSON HOLDING THIS POSITION?** What worked well? Would you do anything differently?

7. **ADDITIONAL INFORMATION OR OTHER COMMENTS**

When you have completed your report, save it and include in the title the school year and your title/activity. Then email the saved file to Sonia Rodriguez at srodriguezfamily@yahoo.com. It will then 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.