



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.

Important: Save your completed form & include in the title the school year and your job title/activity (example: 2021-2022 Soph. Retreat)

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 or need any assistance, contact the Reports Coordinator: Karen Bautista at kbautista123@yahoo.com or (805) 441-1193.

School Year: _____ Your Name: _____ Phone: _____	Team (Color or Class): _____ Job Title: _____ Email: _____
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- 1. LIST WHAT YOU DID AND WHEN. ATTACH COPIES OF PERTINENT EMAILS OR DOCUMENTS.**
 Include start date, meetings, calls & emails, preparations, publicizing event, etc. If your comments exceed the character limit within this box, please include the additional comments on a separate document.

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

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

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 that might be useful for future planning, including but not limited to expanded explanation, email correspondence, flyers, or form letters.

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 Karen Bautista at kbautista123@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 email to Karen Beaudin at kabeaudin@missionprep.org.