MCP Parent Service Hours Record

Thank you for your service to MCP. Parent Service is an important aspect of supporting MCP and helping control financial expenses.
Please report all hours of service to MCP, including those in excess of 15. You are encouraged to submit your hours monthly.

Parent's Name: _____ Phone _____

Student's Name: _____ Grade _____

All parent service hours need to be submitted in writing by individual parents.
Completed forms may be dropped in the Parent Service Hour Mailbox outside the Business Office, mailed, faxed (543-4359), or emailed to gkrossa@missionprep.org
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.

DATE	PROJECT/EVENT	YOUR RESPONSIBILITY	PERSON IN CHARGE Just need name, not signature	# OF HOURS	TOTAL	Approved/ Declined

By April 15th, you need to either submit a minimum of 15 completed hours, or submit the hours you plan to complete in the next 2 months on a preapproval form.
Hours performed after April 15th may be counted for this year or next. If using for next year, write "For Next Year" at top of form.

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