



MISSION COLLEGE PREP PARENTS ASSOCIATION WRAP-UP REPORT

Taking time to write down information and organize your records and notes is a priceless gift only you can give to other volunteers, and ultimately to the children and families of Mission College Preparatory. This form is designed to assist you in writing your Wrap-up Report.

When you have completed it, email or fax it to Steven Zawalick at zawalick@pobox.com (fax: (888) 810-8311) 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 Lois Gall at MCP. If you would like to have someone else write your report for you, contact the Report Writer: Claudia Llaurodo at cellaurado@gmail.com or (805) 704-9817.

SCHOOL YEAR: 2016-2017

TEAM(COLOR OR CLASS): _____

YOUR NAME: _____

JOB TITLE: _____

PHONE: _____

EMAIL: _____

1. LIST WHAT YOU DID AND WHEN

Include start date, meetings, calls & emails, preparations, publicizing event, etc.

| DATE | WHAT YOU DID |
|-------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. 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"/> | _____ | () _____ | _____ |
| <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"/> | _____ | () _____ | _____ |

SAVE ELECTRONIC COPIES WITH THE SCHOOL YEAR AND JOB TITLE
(ex., 2016-17 Freshman Dance)

3. WHAT ITEMS, FOOD, ETC. WERE DONATED OR PURCHASE?

| 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 which might be useful for future planning including, email correspondence, flyers, form letters or anything else.