



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.

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.

SCHOOL YEAR: 2017-2018

TEAM(COLOR OR CLASS): SPORTS – GREEN

YOUR NAME: _____

SPORT: _____

PHONE: _____

EMAIL: _____

1. CHECK BOXES OF TASKS YOU COMPLETED AS TEAM PARENT

- COMPLETE VOLUNTEER CLEARANCE
- BACK TO SCHOOL TEAM MEETING – UPDATE JOB REPORTS PAGE – READ PAL FOLDER INFO
- READ PRIOR REPORTS ON JOB REPORTS WEBSITE
- CONTACT COACH
- GET TEAM ROSTER
- RECRUIT TRANSPORTATION PARENT
- FOOTBALL ONLY: RECRUIT CHAINS PARENTS
- EMAIL PARENTS OF ATHLETES - INTRODUCE YOURSELF – ATTACH TEAM ROSTER, GAME SCHEDULE & DRIVER CLEARANCE AND PROTOCOL DOCUMENTS
- SUBMIT LIST OF VOLUNTEERS TO MCP OFFICE SECRETARY TO CONFIRM THEIR CLEARANCE
- OTHER EMAILS SENT (LIST BELOW)
- ARRANGE FOR SNACKS OR WATER FOR GAMES
- RECRUIT FOR ADMISSION GATE & CONCESSIONS
- ATTEND KITCHEN TRAINING
- ORGANIZE & PLAN TEAM DINNERS (GIVE DETAILS BELOW)
- COMMUNICATE TEAM PICTURE INFO TO PARENTS
- COMPLETE SENIOR NIGHT REQUIREMENTS (SEE #11 ON JOB DESCRIPTION)
- ORGANIZE END OF SEASON AWARDS BANQUET (GIVE DETAILS BELOW)
- ASSIST ATHLETES IN GETTING COACH’S GIFT
- THANK 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**

DATE	WHAT YOU DID
_____	_____
_____	_____
_____	_____
_____	_____

SAVE ELECTRONIC COPIES WITH THE SCHOOL YEAR AND JOB TITLE
(ex., 2017-18 Freshman Dance)

3. AWARDS BANQUET

DATE WHAT YOU DID

_____	_____
_____	_____
_____	_____
_____	_____

4. OTHER EMAILS. ATTACH COPIES OF PERTINENT EMAILS

DATE TOPIC

_____	_____
_____	_____
_____	_____
_____	_____

5. 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"/>	_____	() _____	_____

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, email to Melissa Lile at melissa.lile@gmail.com, 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.