

**The Mothers' Club of Grosse Pointe South High School
Executive/Advisory Board Final Report Form
Year _____**

Date:

Volunteer Position:

Name, Phone Number and Email Address:

Brief Description of Responsibilities:

Important dates and events responsible for coordinating:

Key contacts:

Keys to success:

Advice, suggestions for change next year, what you wish you would have known before you started the position:

Please attach the following:

***Flyers**

***List of important contact numbers**

***Breakdown of how budget was used**

***Any other important information that would help next year's coordinator**

Please submit a hard copy of your report to Wendy Bruetsch, MC Recording Secretary, along with an electronic copy to her at wbruetsch@sbcglobal.net. Please deliver hard copy to 709 Berkshire,, GP Park. Please call Wendy at 313.268.4218 with any questions.