

W E E K L Y R E P O R T S

We are all R-E-Q-U-I-R-E-D to make a report each Wednesday of various activities and accomplishments (or lack of them) for the previous week.

You must call your cluster captain before 9:00 PM even if you do not have anything to report. The cluster captains must contact the team captain before 10:00 PM and the team captain must contact the Booster Club president or vice president before 10:30 PM.

The report shall include the following:

MONEY COLLECTED FOR FUND RAISERS.

This includes all money, gifts or other items that you have collected and have turned in (or will turn in) during the current week. Goals are established each month and usually there are weekly or bi-weekly checkpoints.

SPEAKING ENGAGEMENTS.

Each parent is required to arrange for 10 speaking engagements and also to give 10 speaking engagements prior to graduation. The number of speaking engagements arranged and/or given shall be reported through the chain of command. The information concerning the speaking engagement must be reported to the speaking engagement coordinator (Rosemary Last Name). A form is available and should be forwarded with the following information:

- Name of Engagement:
- Address:
- Contact Name:
- Phone Number:
- Approximate Number of People:
- Phaser Needed:
- Person doing Engagement:

OPEN MEETING GUESTS.

Provide names and titles of persons that you have invited to attend a Friday night open meeting.

PARENT OUTREACH PROGRAM

Each parent is required to have 5 POPs per month. A POP is a 12th step activity of personally communicating with someone about STRAIGHT, what it has done for you, and how it can help others. The goal is to build up a network of people who know about STRAIGHT. Only the "number" of POPs need to be reported on Wednesdays. A POP team contact sheet must be filled out and sent Linda Welch

MEETINGS ATTENDED.

All recovery or support meetings that you attended in the past week should be reported. There is not a specific goal to be obtained but statistics are being accumulated by STRAIGHT.

PARENT REFERRALS TO ADMISSIONS.

Provide the number of parents that you have referred to the STRAIGHT admission coordinator.

MISCELLANEOUS.

Provide any updates on previous fund raising responsibilities which you did not complete.