

LITTLE HANDS JOB COMPLETION FORM 2015-2016

Last name: _____ First name: _____ Class: _____
 Job: _____ Supervising Board member: _____

Each family at Little Hands is required to perform a "job" during the school year. In order to receive your co-op deposit back, you must complete your job (and this form) in addition to attending one maintenance day during the year. Once you have completed this form, please submit it to the Board Member responsible for your job or committee for their signed approval. You can submit this form via email or in the Board Member's mailbox in the Art Room. The board member will pass this information along to the Jobs team.

This form is not only a way to determine that your job has been completed, but also a mechanism for improving jobs for the following school year. Your input is important to us.

1. Did you find your job's time commitment comfortable or too time consuming?
2. In general, what tasks did you perform and approximately how much time did each task require?

DATE	TASK	HOURS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. What were the total hours spent on your job? _____
4. Who was the primary person to whom you reported? _____
5. Maintenance Day Completion Date(s): _____
6. Little Hands Event worked and tasks completed: _____

7. If eligible for co-op deposit refund, please check one box:
 - I would like to *receive* my co-op deposit refund check for the current school year
 - I would like to *donate* my co-op deposit for the current school year to Little Hands

Board Member sign off:

Signature _____ **Print Name** _____ **Date**

Please answer the following questions to help us improve Little Hands jobs for next year.

1. Have you experienced any problems performing your job? Please explain.

2. What aspects of the job did you like?

3. Is there anything else you want to comment on about any other jobs at the school? (e.g., jobs you thought were helpful to the school; jobs you thought were unnecessary; jobs you would like to see added to the school).

4. What advice would you like to give to your successor? It would be helpful for you to elaborate on any details, shortcuts, or tips that would help make your successor's job easier. Please be specific.