

# **VOLUNTEER SCHEDULING CHECKLIST**

## **WEEKEND FOLLOW-UP**

- ☐ Follow-up with those who were out last weekend (sick/vacation)
- ☐ Follow-up with those who didn't show up (reason)
- ☐ Follow-up with those who subbed/doubled up (thank them)

## **ASSESS UPCOMING WEEKEND**

- ☐ Who is going to be out
- ☐ What subs are available
- ☐ Where are your greatest concerns

## **COMMUNICATION**

- ☐ Email team - confirming who will be out and who will be here
- ☐ Email subs to fill empty spots
- ☐ Email/call concern areas to ensure weekend is covered