

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