

Duty Rota Sheet

Publish a volunteer rota far enough ahead that people can swap, with the swap recorded on the sheet.

Who is doing which job on which date, filled in far enough ahead that people can swap.

MAKE SWAPPING EASY AND WRITE IT ON THE SHEET

Volunteer rotas fail at the swap. Put the swap rule and a contact on the sheet, and the person who cannot make it has somewhere to go other than not turning up.

Club, church, hall or group

Period covered

Rota kept by

Contact

Date	Duty	Duty	Duty	Duty	Swapped with, and agreed by
	write the job in the heading				

If you cannot do your date, arrange a swap and tell

By