

# Last-minute volunteer cover

Service / date: \_\_\_\_\_ Coordinator: \_\_\_\_\_

## Confirm the gap

- ☐ Acknowledge the cancellation and confirm the role and service.
- ☐ Name one coordinator to arrange cover.

## Find suitable cover

- ☐ Check the role's training and approval requirements.
- ☐ Ask an agreed backup and get a definite reply.
- ☐ If no suitable cover is available, agree a revised plan with the leader.

## Update the plan

- ☐ Update the assignment and confirm with the replacement.
- ☐ Share arrival details and the handover; close other cover requests.
- ☐ Check that moving someone has not left another role uncovered.

## After the service

- ☐ Review the backup list, training needs and reminder timing.

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