

Updated 5/1/18

2017-18 School Partnership  
**Substitute Volunteer Procedure**

**Step 1:**

**Inform your teacher of your absence** and the name of your replacement:

- \* Contact teacher at home

**OR**

- \* Contact school xxx-xxxx and leave message for teacher

**Step 2:**

**Plan A:** Call the other Volunteer assigned to your teacher **OR**

**Plan B:** Call your "Replacement Partner" that you have identified **OR**

**Plan C:** Call someone on the Roster of "Substitute Volunteers" below **OR**

**Plan D:** Call School Partnership Coordinator

**Substitute Volunteers**

Name	Primary Phone	Cell Phone	Email Address

**Key:**

**Name** = New Volunteer for 2017-18

**Name** = Started 2nd Semester