Sub Checklist and Follow Up

Clarity in communication is an important facet to running a smooth program. The following guidelines will help you prepare for an absence of the program coach or coordinator and keep things running smoothly after an absence has occurred.

Make sure the following documents are in your Admin Binder:

- Site Information Form
- Program Time Planning Form
- Tech Procedures
- VIP Time Sheet
- Class Lists
- Attendance Sheet
- Volunteer Schedule
- Lesson Calendar

Follow-up:

- Overview of how program went
- Were you able to locate everything needed to run the program day successfully?
- Are there any issues (child, school, site, volunteers) that the Coach or Coordinator needs to be aware of?
- Are there any issues (child, school, site, volunteers) that need to be followed-up?