

Remember to include name and phone number for each volunteer covering each shift.

Date: _____ Date: _____ Date: _____ Date: _____ Date: _____

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|--|----|----|----|----|----|
| <p>Morning Shifts</p> <p>_____ A.M. To _____ P.M.</p> | 1. | 1. | 1. | 1. | 1. |
| | 2. | 2. | 2. | 2. | 2. |
| | 3. | 3. | 3. | 3. | 3. |
| | 4. | 4. | 4. | 4. | 4. |
| <p>Afternoon Shifts</p> <p>_____ A.M. To _____ P.M.</p> | 1. | 1. | 1. | 1. | 1. |
| | 2. | 2. | 2. | 2. | 2. |
| | 3. | 3. | 3. | 3. | 3. |
| | 4. | 4. | 4. | 4. | 4. |
| <p>Evening Shifts</p> <p>_____ A.M. To _____ P.M.</p> | 1. | 1. | 1. | 1. | 1. |
| | 2. | 2. | 2. | 2. | 2. |
| | 3. | 3. | 3. | 3. | 3. |
| | 4. | 4. | 4. | 4. | 4. |

Instructions: Each day schedule volunteers for coverage. At anticipated busy times you may want more volunteers than at slower times. Call volunteers the day before to remind them of their time. Note: Many parents like to be on duty when their child's class is visiting the fair. You may want to schedule your classroom visits before your volunteers, so you may tell volunteers when their child's class will be at the fair.