



**CODES TO USE in column # FOR SCHEDULE DISRUPTION:**

<b>a:</b>	Short staff asked to cover different room/activity				<b>e:</b>	Excused time off	
<b>b:</b>	Special event needed to cover different room/activity				<b>f:</b>	Emergency in club (fire alarm, active shooter, weather, etc.)	
<b>c:</b>	Had to wait at school because short of bus drivers				<b>g:</b>	Needed on field trip because of ratios	
<b>d:</b>	Called in sick				<b>h:</b>	Too many members in the room to run successful program	
<b>o:</b>	<u>Other: Please put date and explain the reason</u>				<b>o:</b>	Date:	Reason:
<b>o:</b>	Date:	Reason:			<b>o:</b>	Date:	Reason:
<b>o:</b>	Date:	Reason:			<b>o:</b>	Date:	Reason:
<b>o:</b>	Date:	Reason:			<b>o:</b>	Date:	Reason:
<b>o:</b>	Date:	Reason:			<b>o:</b>	Date:	Reason: