

CODES TO USE in column # FOR SCHEDULE DISRUPTION:

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