

TIP SHEET

COMMUNICATION GUIDE



COMMUNICATION	PALs	HORIZONS' PLAYSPACE SPECIALIST	SHELTER LIAISON
SHIFT CANCELATIONS (i.e., PALs unavailable, weather/holiday closures, shelter cancelation)			
INCIDENT REPORTS/GENERAL CONCERNS			
PAUSING/DISCONTINUING VOLUNTEER SERVICE			
WEEKLY AVAILABILITY			
RUNNING LATE TO SHIFT			
MAINTENANCE/INVENTORY REQUESTS			
OUTDOOR/BUILDING MAINTENANCE OR SAFETY HAZARDS			