

CLEO volunteer schedule

CLEO

2026-10-09

Chapter: [name]

Month / date range: [period]

Scheduling contact: [name and appropriate contact method]

Date and time	Venue	Lead	Expected volunteers	Confirmation / changes

Host arrangements and cancellation notice: [notes]

Breaks / dates with no visit: [dates]

Coverage still needed: [dates and roles]

This is a planning sheet. Being listed here does not establish volunteer clearance or actual attendance. Check requirements in the chapter workspace before serving, and record actual attendance after each visit.

Keep the completed schedule within the chapter and appropriate host contacts. Do not add guardian details, private signing links, or sensitive account information.

[Current resource kit.](#)