



Tracker University

If You Cannot Fulfill Your Shift Commitment:

Please be considerate of your team members and the ministry by making your own replacement arrangements. **Do not contact the volunteer coordinator to find a replacement for you.**

1. First call or email your team captain/other team members and let them know that you will be unable to be there.
2. If there is plenty of other coverage and someone else can go on the run, you're good to go!
3. If there is not enough coverage ask the other team members if they know anyone else that may have expressed an interest in working with them. If so, contact them.
4. If no one on the team has any suggestions, send out an email to the **MLF** group at sn@mlfgroups.org and ask for someone to switch or replace you. Be sure to ask them to respond *directly to you*, and not to reply to the mlfgroups email.
5. If nothing else materializes, then the make ready and the run for that day may be cancelled in Tracker.
6. After cancelling a run, you *must* contact your volunteer coordinator so that they know not to leave food out awaiting your arrival or can cancel the make ready.
7. Although people are waiting for our trucks to come, it is okay to cancel a run. We appreciate your service and do not want you to stress over having to cancel a run.