

## Section rota check list...

- Appoint someone to coordinate the rota
- Regularly promote the scheme and recruit parents and their family members
- Provide everyone with a rota guide:
  - a copy of the terms programme
  - a copy of the terms rota
  - a contact list for the section's leadership team
  - Helper leaflet
  - Yellow card
  - Purple card
- Ensure that everyone understands what to do if they are unable to attend on their agreed evenings
- Involve the parents in your planning and make sure that they know what they will be helping with before they arrive at the meeting
- Ensure everyone is introduced to each other