



The Springfield Project

Letting us know when you cannot volunteer

- Know that you are very important to us. Some groups cannot run without volunteers. Volunteers are absolutely essential to the smooth running of many services.
- If it's possible to schedule appointments at times you do not volunteer that would be great but we understand that this is not always possible.
- If you know you have holiday or something else planned please tell your supervisor in advance. This gives us the chance to get alternative help.
- With last minute sickness and emergencies please **telephone reception on 0121 777 2722** and leave a message for the group leader. If the normal group leader is not in, the receptionist can tell whoever is leading that you will not be in.
- Best not to email in case that person is not in.

Thank you!