

## **MONTHLY SCHEDULE REQUESTS**

Every month you will be asked to indicate what shifts you can or cannot spend on the bluff the following month. Shifts are 10 am – 1 pm (A shift) and 1 pm – 4 pm (B shift). In the summer there may be an added shift 3 pm – 6 pm (C shift). The next-month schedule request is due on the 10<sup>th</sup>. Between the 15<sup>th</sup> and 18<sup>th</sup> of the month you will receive a preliminary schedule for the next month that is based on all of the docents' schedule requests. Between the 23<sup>rd</sup> and 26<sup>th</sup>, you will receive the "final" version of the schedule.

There are three ways that you can choose from to submit your schedule request.

1. You can download the form from [www.elephantseal.org/fordocents.html](http://www.elephantseal.org/fordocents.html) -under "Scheduling - Schedule Request" (downloaded forms may open immediately or be sent to your downloads folder). When typing on the form use the mouse to navigate; do not use the tab or enter keys. Type in your availability, save the form to your hard drive and then email the document as an attachment to [FES.Docent.Coordinator@gmail.com](mailto:FES.Docent.Coordinator@gmail.com).
2. You can fill out the form manually using the paper forms on the table in the office. Fill out the form by hand and leave it in the right-most inbox. Ask your mentor to show it to you if you have not already seen it.
3. You can send an email with your availability to [FES.Docent.Coordinator@gmail.com](mailto:FES.Docent.Coordinator@gmail.com). Just list the days and/or shifts that you can or cannot be on the bluff.

**NOTE:** Regardless which method you use, make sure that it is clear to the Docent Coordinator (Lisa Harper Henderson) whether you are indicating shifts that you **CAN** do or shifts that you **CANNOT** do.

### **Ways to Mark the Form:**

- **XX** and **NO** mean that you *cannot* work that day or that shift.
- **OK, YES,** and **YY** mean that you *can* work that day or shift.
- **PREF** means that you would prefer this shift to other shifts that you indicated are options.
- **REQ** means that you want this shift.
- Marking next to A) or B) means just that shift. Marking next to the day number means either shift.
- Use the "Note to the Scheduler" space at the top of the form to clarify your schedule if necessary.

In addition to the "final" copy of the schedule that you will receive via email, the monthly schedule is downloadable in a PDF file from [www.elephantseal.org/fordocents.html](http://www.elephantseal.org/fordocents.html) - under "Scheduling". If your computer cannot open PDF files, you can download Adobe Reader free from [Adobe.com](http://Adobe.com). The monthly schedules will also be available on the table in the office after about the 26<sup>th</sup> of the month.

Please also note: Once the schedule is in its "final" version, it will be your responsibility to obtain a substitute or trade shifts with another docent for any shift you are unable to work. A list of substitutes – including contact phone numbers – is included on the schedule for your reference. You will receive a Docent Roster with phone numbers/emails of other docents to use for trading shifts.

Contact **Lisa Harper Henderson** at [fes.docent.coordinator@gmail.com](mailto:fes.docent.coordinator@gmail.com) or 805-440-8667 (cell phone) if you have any questions or problems with this procedure.