

Lookout Emergency Aid Society
429 Alexander Street, Vancouver, BC V6A 1C6

Phone: (604) 255-0340 Fax: (604) 255-0790
info@lookoutsociety.ca

www.lookoutsociety.ca

VOLUNTEER REFERENCE Booklet



**Lookout
Emergency Aid
Society**

This Handbook belongs to:

Name: _____

Position: _____

Phone: _____

Venue Location: _____

Supervisor: _____

Supervisor Phone: _____

Venue Location: _____

Supervisor: _____

Supervisor Phone: _____

The Volunteer Handbook will:

- be a handy reference
- provide you with key information about the Lookout Emergency Aid Society
- give you vital information on your role in case of emergency

Please read the handbook carefully and familiarize yourself with all areas of operations.

If you have any questions that have not been addressed in these pages, please ask your Supervisor.

We encourage you: Have fun!

About Lookout Emergency Aid Society

Lookout was founded in 1971 with a vision of providing housing services to society's most vulnerable and in need.

We offer twenty-four hour, seven-day week service for anyone who is destitute and requires assistance.

Lookout operates a number of programs including:

- free emergency shelter,
- longer-term (transitional) housing that bridges people into more stable lifestyles,
- supportive and permanent housing for those with a history of homelessness and/or disabilities,
- a Drop-in Activity Centre for the seriously mentally ill and
- Outreach services 7-days a week providing short term intensive support to help people maintain living in the community.

Since 2001 we have offered services in three municipalities:

- Vancouver
 - Downtown Eastside
 - Mount Pleasant
- New Westminster
- North Shore.

From the Executive Director

Welcome to Lookout! A volunteer such as you is someone who chooses to act in recognition of a need, with an attitude of social responsibility and without concern for monetary profit.

Our volunteers play an important role in Lookout, assisting our agency to meet the needs of men and women who have difficulties in meeting their own needs, and who need our help to do so.

Volunteering is a position of responsibility which not only helps our Lookout Society meet the needs of our clientele, but is also where the volunteer can gain a great measure of satisfaction. People do make a difference!

We look forward to working together.

Sincerely,
Karen O'Shannacery
Executive Director

From the Volunteer Coordinator

We know what a vital role volunteers play, and are pleased that you able to donate your time and skills to help people.

It is volunteers like you that make a difference. On behalf of staff and guests, thank you.

Welcome to Team Lookout!

Sincerely,
Karen Young
Volunteer Coordinator
Director of Resource Development

Index

About Lookout	1
Message from the Executive Director	2
Message from the Volunteer Coordinator ..	2
About Team Lookout	4
On Time	4
Dress Code	4
Security	4
Guest Service	5
Medical Service	6
Smoking	6
Lost and Found	6
Volunteer Service	7
Accreditation	7
Accreditation Card	7
Replacement Cards	7
Accreditation Centre	7
Liability	8
Safety and Hygiene	8
Code of Conduct	9
Use of Intoxicants and/or Drugs	10
Volunteer Appreciation	10
Food Services	10
Transportation and Parking	10
Beginning Work	11
Schedule Changes	11
Unable to Work	11
Contacts: Address & Supervisor	12
Map	14
Emergency Procedure	16
Fire	16
Disturbances	17
Intoxicated Guests	17
Dispute Resolution	17
Lookout Mission Statement	18
Lookout Mandate	18
Lookout Senior Staff	18
Lookout Sponsors	19
Board of Directors	19
Volunteer Tasks	20
Volunteer Location	21
Schedule	22

About Team Lookout

Team Lookout is the name given the team of volunteers serving the guests and tenants of Lookout.

Team Lookout are representatives of Lookout Society, and act in recognition of a need.

Team Lookout members are expected to adhere to a Code of Conduct.

Being a Team Lookout member is

- to be responsible
- to be committed and dedicated
- to be optimistic
- to be organized and prepared
- to be friendly
- to be willing to learn
- to get involved

On Time

- to have time, and to be on time: others depend on you
- to carry out duties promptly and reliably

Dress Code

- casual dress code, or attire suitable for the assigned task

Security

Common sense dictates:

- don't leave valuables in your car
- carry only those personal items that you will need for your shift
- store personal items (such as coat, etc.,) in a secure area with staff
- don't share personal information

You represent Lookout, and have certain responsibilities:

- to be a positive role model, to be trustworthy, respectful, non-judgmental to all
- to be loyal to Lookout
- to accept the guidance and decisions of the staff
- to recognize the special security and health risks that we work within and understand the restrictions and limitations that are caused by them
- to be willing to learn and participate in orientation, training programs, meetings, and to continue to learn on the job
- to understand the function of the paid staff, maintain a smooth working relationship with them and stay within the bounds of volunteer responsibility

Guest Service

- Greet all guests courteously, no matter what.
- Communicate with matter-of-fact friendliness.
- No fraternizing with any member of our clientele outside of normal work related activities.
- Do NOT accept gifts or loans of any kind without the permission of a Manager.
- Do NOT give loans to anyone.
- Report incidents, problems, and concerns to staff.

Medical Services

If a guest or volunteer becomes ill or is injured:

- send someone to get a staff person
- reassure the injured person, but do not move them
- remain with them to assist

A person has the right to refuse help or treatment. If someone refuses help, you should:

- immediately report the incident to a Supervisor or other staff person.
- avoid confrontation.

For any injury or illness, you may be asked for the following information:

- person's name
- time and place of the occurrence
- names of witnesses
- nature or cause of the injury

Smoking

Smoking is prohibited at all indoor areas. There are designated smoking areas at each facility. Check with your Supervisor about the smoking location in the venue you are working at.

Please note that individuals are responsible for any government "smoking fines" that they may incur.

Lost and Found

Lost items are to be turned in to the Front Desk. Owners looking for items should be referred to the Supervisor on duty.

Volunteer Service

Our service is an extremely busy one, restricted by a very tight budget, operating with minimal staffing; consequently many tasks and jobs are fulfilled only by grace of volunteer commitment. Volunteering is a position of responsibility which not only helps our Lookout Society meet the needs of our clientele, but is also where the volunteer can gain a great measure of satisfaction. People make a difference!

Accreditation

Accreditation performs these essential tasks:

- identifies individuals
- identifies roles, responsibilities and access privileges

Accreditation Cards

- available through the Volunteer Coordinator
- * The Accreditation Program is currently under review. More information will be available soon.*

Replacement Cards

All Volunteers requesting replacement cards must contact the Volunteer Coordinator to fill out a "Lost Card Replacement Form". The Volunteer should then come to the Administrative offices at 429 Alexander St., Vancouver for a replacement card. *Under review.

Liability

Lookout Emergency Aid Society or its funders do not assume responsibility for loss of wages, medical, dental or hospital care.

Safety and Hygiene

We cannot reliably identify all people who may have infections or disease.

Please follow these precautions consistently to minimize risk to yourself.

- When talking to a service recipient, leave some distance between you.
- Routinely use gloves.
- Routinely use an apron.
- Wash your hands frequently – effective washing means washing while you completely sing “Happy Birthday” to yourself.
- Prevent wounds or punctures.
- If you are sick – remember our clientele have weak immune systems – please call in sick and take care of yourself! If you have open sores, do not provide first aid, get someone else.

It is imperative to be preventative.

Recognize that our first reaction in a medical emergency is to act. For example, stop bleeding, resuscitate or get dirty when trying to help – a moment of safety is important for you and the person being treated.

Code of Conduct for Team Lookout

Do:

- be sincere in the offer of service and believe in the value of the job.
- maintain the dignity and integrity of Lookout.
- hold confidential all information regarding Lookout services and people and where appropriate, sign an Oath of Confidentiality.
- be respectful and sensitive, and have a genuine interest in people.
- learn and carry out your duties willingly, fairly and impartially.

Unacceptable Behaviour:

- do not be discourteous to guests.
- do not fight or use threatening, obscene, abusive or vulgar language.
- do not harass an individual or engage in any unwelcome visual, verbal or physical conduct.
- do not discriminate on the basis of a person’s culture, colour, ancestry, nationality, age, political beliefs, religion, family status, physical or mental disability, gender or sexual orientation.
- do not possess a weapon.
- do not commit a criminal act.
- do not imbibe during or prior to your volunteer shifts.

Use of Intoxicants and Drugs

Please do not imbibe prior to your volunteer shifts: some of our clientele have addiction issues and we support them in reducing or eliminating any drug or alcohol use.

No alcohol/drug use on or off the premises while at Lookout. We offer a sober environment, thus drug or alcohol use cannot be tolerated.

Volunteer Appreciation

We couldn't do this without you!

To express our appreciation, we host an annual luncheon, usually in Spring.

The Volunteer Coordinator will contact you with details.

Food Services

Each location is unique in what is available to both staff and volunteers.

Meals and Breaks

Team Lookout members will have a 15 minute break when working a four hour shift. When working an eight hour shift they will have two 15 minute breaks, plus a 30 minute meal break.

Transportation and Parking

Each location is unique. Ask your site Supervisor about parking.

Beginning Work

The Volunteer Coordinator will let you know when and where you are expected to start work. Upon arrival at your assigned location, please report to the Volunteer Supervisor that you have been assigned to. The Volunteer Supervisor will be responsible for arranging your volunteer shifts.

Schedule Changes

It may become necessary to change volunteer work schedules. Your Supervisor will make every effort to contact you in the case of a change of schedule, but please check in with your Supervisor to find out if there have been any such changes.

Unable to Work

Our shared success is dependent upon each of us fulfilling our responsibilities to our assigned function. If circumstances are such that you are unable to honour your commitment for a particular shift, please notify your Supervisor immediately. Please have his or her phone number handy.

*We are proud of each and every Volunteer.
We appreciate every person's contribution!*

Administration

Lookout Emergency Aid Society

429 Alexander Street, Vancouver, BC V6A 1C6

Supervisor: Srishta Phone: 604-255-0340

Avalon Hotel (Partnership Program)

165 West Pender Street Vancouver, BC V6B 1S4

Manager: Joyce Wilson Phone: 604-629-0055

Cordova's Residence (Partnership Program)

Jubilee Rooms Partnership Program

56 East Cordova Street, Vancouver, BC V6A 1K2

Manager: Joyce Wilson Phone: 604-682-2898

Downtown Housing Centre

346 Alexander Street, Vancouver, BC V6A 1C3

Manager: Joyce Wilson Phone: 604-681-9126

First-on-First (working name)

188 East 1st, Vancouver, BC

(Under construction)

Hazelton Supportive Housing Program

346 Alexander Street, Vancouver, BC V6A 1C3

Manager: Joyce Wilson Phone: 604-681-9873

Jeffrey Ross Residence

510 Alexander Street, Vancouver, BC V6A 1C7

Manager: Joyce Wilson Phone: 604-255-7089

Jim Green Residence

415 Alexander Street, Vancouver, BC V6A 4G6

Manager: Joyce Wilson Phone: 604-255-2347

Livingroom Activity/Drop In Centre

346 Alexander St., Vancouver, BC V6A 1G9

Manager (Acting): William Oksanen

Phone: 604-681-0092

Sakura So Residence

376 Powell Street, Vancouver, BC V6A 1G4

Manager: Joyce Wilson Phone: 604-681-0008

Tamura House (Partnership Program)

396 Powell Street, Vancouver, BC

Manager: Joyce Wilson Phone: 604-630-0506

Walton Hotel

261 E. Hastings, Vancouver, BC

Manager: Joyce Wilson Phone: 604-688-9129

(under construction)

Yukon Housing Centre

2088 Yukon St., Vancouver, B.C. V5Y 4B1

Manager: Chris Davidson Phone: 604-264-1680

New Westminster

Cliff Block Housing Centre

606 Clarkson Street, New West., BC V3M 1C8

Manager: Dave Brown Phone: 604-523-9126

Garfield Hotel (604-521-2165)

1107 Royal Avenue, New West., BC V3M 1K4

Manager: Dave Brown Phone: 604-523-9126

(under construction)

Lookout New West (604-529-9126)

740 Carnarvon St, New Westminster BC,

Manager: Dave Brown Phone: 604-523-9126

North Shore

North Shore Housing Centre

705 West 2nd Street, North Van, BC V7M 1E6

Manager: Richard Turton Phone: 604-982-9126

Volunteer Coordinator

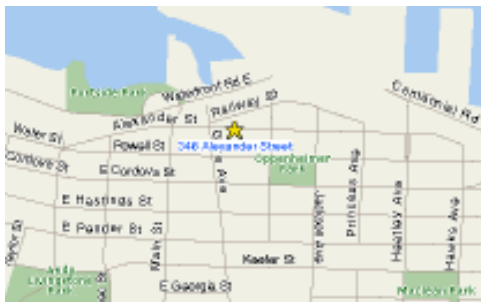
Karen Young Phone: 604-255-0340

Email: kareny@lookoutsociety.ca

Our volunteers play an important role in Lookout, assisting our agency to meet the needs of men and women who have difficulties in meeting their own needs, and who need our help to do so. Volunteers are partners with staff, and are greatly appreciated for the contribution they bring to Lookout.

Vancouver

Downtown Eastside



- Administration Offices
- Avalon Hotel (Partnership Program)
- Cordova's Residence (Partnership Program)
- Downtown Housing Centre
- Hazelton Supportive Housing Program
- Jubilee Rooms Partnership Program
- Jeffrey Ross Residence
- Jim Green Residence
- Livingroom Activity/Drop In Centre
- Sakura So Residence
- Tamura House
- Walton Hotel

Vancouver

Mount Pleasant



- First-on-First (*working name, under construction*)
- Yukon Housing Centre

New Westminister



- Cliff Block Housing Centre
- Garfield Hotel
- Lookout New West

North Vancouver



- North Shore Housing Centre

Emergency Procedures

Fire

Fire Prevention:

- be aware of the locations of exits and fire equipment in the area that you work. Recognize and report potential hazards to your Supervisor.

Fire Evacuation:

- be aware of the fire evacuation procedures in your location. If you smell smoke, gas or something unfamiliar, report it to staff, and/or your Supervisor.

If you see smoke or fire, don't panic:

- activate the nearest pull station to sound the fire alarm.
- contact Fire Department Call 9-1-1.
- describe the location and seriousness of the fire.
- close doors to contain fire if possible.
- try to extinguish fire with fire extinguishers if your safety is not in jeopardy.
- check area to remove all guests and staff.
- if you are not in danger, stay close until help arrives to show fire location.

Know the locations of the following in your venue:

- extinguishers and fire alarm pull stations
- exits, entrances and fire escape routes
- marshalling area

Know what to expect from the fire alarm system.

Disturbances

Call staff

Intoxicated Guests

We offer a sober environment, thus drugs/alcohol use cannot be tolerated.

If you suspect someone is impaired, contact staff, or your Supervisor.

Dispute Resolution

Should you have a dispute with another volunteer, or with someone associated with Lookout, please contact your Supervisor or the Manager of your location. If your Supervisor or Manager are not available, or cannot resolve the issue, please contact the Volunteer Coordinator, who will resolve the dispute.

Our volunteers come to Lookout from a wide variety of backgrounds and for a great number of reasons.

About Lookout

Mission Statement

To provide, in a flexible, supportive, respectful, non-judgmental and caring manner, non-sectarian housing and other services to adult men and women who are coping with a diversity of challenges, in order to assist them to regain and maintain stability in their lives and help them work towards a greater quality of life.

Mandate of the Society

To be the “safety net” which provides minimal barrier housing and a range of services to destitute and low income adult men and women who have few, if any options, and who demonstrate an inability to meet their own needs.

Senior Staff

- Karen O’Shannacery
Executive Director
- Leonard Levy
Director of Operations
- Stan Pukesh
Director of Finances
- Karen Young
Director, Resource Development
- Christine Williams
Property Manager
- Mary Campbell
Executive Assistant

Thank you to our Sponsors

- The Province of British Columbia
- Vancouver Coastal Health
- BC Housing
- Ministry of Employment and Income Assistance
- Canada Mortgage and Housing
- Service Canada

Municipalities

- Vancouver
- New Westminster
- North Vancouver

Foundations

- Vancouver Foundation
- Real Estate Foundation
- Central City Mission Foundation

Board of Directors

2007-2008

Executive

Jonathan Meadows, President
Micheline Viau, Vice President
Bill Turner, Treasurer

Members

Jindra Casperson
Dan Steinberg
Gerry Bradley
Lesley Heieis
James Frankish
Vicki Austad
Georges Maltais

Tasks

- Activities Aide
- Skill Building
- Housekeeping
- Kitchen
- Maintenance
- Office Help
- Special Occasion
 - Christmas
 - Seasonal Preparation
 - Fundraising
 - Special Projects
- Clothing Room Aide

Other

Other: _____

Location

Vancouver

- Administration Lookout Emergency Aid Society
429 Alexander Street, Vancouver
- Avalon Hotel
165 West Pender Street, Vancouver
- Cordova's Residence
56 East Cordova Street, Vancouver
- Downtown Housing Centre
346 Alexander Street, Vancouver
- Hazelton Supportive Housing Program
346 Alexander Street, Vancouver
- Jeffrey Ross Residence
510 Alexander Street, Vancouver
- Jim Green Residence
415 Alexander Street, Vancouver
- Livingroom Activity/Drop In Centre
528 Powell Street., Vancouver
- Sakura So Residence
376 Powell Street, Vancouver
- Tamura House
396 Powell Street, Vancouver
- Walton Hotel
261 E. Hastings, Vancouver
- Yukon Housing Centre
2088 Yukon St., Vancouver

New Westminister

- Cliff Block Housing Centre
606 Clarkson Street, New Westminister
- Garfield Hotel
1107 Royal Avenue, New Westminister
- Lookout New West
740 Carnarvon St, New Westminister

North Shore

- North Shore Housing Centre
705 West 2nd Street, North Vancouver

WEEK ONE

Schedule

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK TWO

Schedule

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK THREE

Schedule

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK FOUR

Schedule

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEEK FIVE

Schedule

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
4a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repeat Rotation?

Yes No

Adjustments:
