

Volunteer rota template

Allocate shifts, roles and handovers so every volunteer knows where they need to be.

Event / organisation: _____ Session / date: _____ Coordinator: _____

Date	Start time	End time	Role	Location	Volunteer name	Status	Break or handover

This rota does not check overlapping shifts or minimum staffing automatically. Review coverage, breaks and required skills before you publish it to your team.