

# LWSRA Staff Substitute Sheet

**Program Name:** \_\_\_\_\_

**Date(s) of Program:** \_\_\_\_\_

\_\_\_\_\_ is subbing for \_\_\_\_\_  
Substitute's Name Employee Name

\_\_\_\_\_  
Substitute's Signature Employee Signature

**Circle position being subbed for:** Program Aide | Bus Aide | Program Leader

**When finding a sub you should do the following**

- Fill out a substitute sheet
- Notify the program leader and tell them who your sub is
- Tell your sub the time and location of where to meet
- Tell sub any special instructions what to bring/wear (sack lunch, swimsuit, comfortable clothes, etc.)
- Turn the substitute sheet into Brian at the office

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