VOLUNTEER ROLE, SHIFT & HANDOFF LOG

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Operational; keep medical/ identity details off public copies	Use for each operational period

Volunteer systems become brittle when information lives only in one person's memory. A short handoff log reduces missed welfare checks, duplicated work, lost keys, forgotten tasks, and accidental permanent authority.

SHIFT / OPERATIONAL PERIOD

Date

Function / location

Shift start

Shift end

Coordinator / contact

Primary public or official liaison if any

ASSIGNMENTS

Role / task	Assigned to	Status	Next action	Due / check time

VOLUNTEER ROLE, SHIFT & HANDOFF LOG

HANDOFF

Unresolved safety issue

People / cases requiring follow-up by reference only

Keys / equipment / inventory transferred

Public notices that need updating

Next coordinator / shift contact

Time handoff completed

ROLE DISCIPLINE

- ☐ Do not collect unnecessary identity, medical, immigration, or political information.
- ☐ A temporary coordinator is a function, not a rank.
- ☐ Record what changed so the next person does not rely on rumor.
- ☐ Close or hand off the log when the function ends.

Source basis: Built To Resist Circle / handoff themes; Every Government Dies continuity and succession chapters.
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