C.Y.A. (Cover Your Assignment) Policy

HSE Friday Co-op is possible due to the dedication of and generous commitment of time and effort from its parent volunteers.

Volunteers are asked to take personal responsibility for their teaching, assisting, childcare and housekeeping commitments. If you will be absent or otherwise unable to fulfill your commitments you are required to C.Y.A. (Cover Your Assignment) by doing the following, in the order listed:

1. Check the Marauders Map or contact the appropriate Coordinator to find out who might be available to substitute.
2. Go to the roster and call or email Members directly until you find a substitute. It is not responsibility of the Coordinators to CYA.
3. *If* you have called around and are unable to find a substitute, you may then post a request to the Forum. It is still your responsibility to **follow through** until a substitute is found. . DO NOT post a request to the forum and then leave the responsibility to the group without following up.
4. If you will be absent, post a message to the Forum announcing your absence and the name(s) of your substitute(s).
5. You are encouraged to also inform the appropriate Coordinator (Volunteer or Teacher) of your substitute's name for a class or assignment.

IN THE EVENT OF A TRUE EMERGENCY, IT IS PERFECTLY ACCEPTABLE TO POST A MESSAGE TO THE FORUM OR GIVE THE MESSAGE TO ANY MEMBER TO PASS ALONG. THE MEMBERSHIP WILL STEP UP TO CYA.

Thanks to everyone for their cooperation with this policy so that HSE Co-op Classes can continue to run smoothly. Adherence to this policy is greatly appreciated.