

Weekly Errands Rota

60-SECOND OVERVIEW

Use this rota to coordinate grocery, pharmacy, and post office support over six weeks. Volunteers rotate through roles: shopper, buddy, driver, and on call backup.

TIMING

6 week plan / 3 visits each week

SET UP

Confirm residents, allergies, budgets, and preferred stores.

Assign volunteers to the weekly rotation and add the SMS reminder script.

WEEKLY RHYTHM

Monday: collect requests and spending limits.

Wednesday: shopping plus delivery window with notes in the daybook.

Friday: follow up call to confirm supplies and future needs.

TIPS

Log receipts in the daybook or shared folder.

Match new volunteers with an experienced buddy for the first two runs.