

LISTSERV

A Request for Substitute System

Ken Deaton has developed a 'listserv' system for sub requests. This is a description of how to use the 'listserv.'

FOR TUTORS: HOW TO PLACE A REQUEST FOR A SUB

When you need a sub send one request to the 'listserv'. The address for the 'listserv' is:

request4substitute@saltspringliteracy.org

1. Please include the following information in your email:

Subject heading on email:

1. School
2. date you require a sub for

Body of request:

1. your name
2. your school
3. the date you need a sub for
4. the times you tutor
5. student information: names, where their files are located, their classroom and your tutoring site,
6. your contact information
7. other notes

FOR SUBS: HOW TO RESPOND TO A REQUEST FOR A SUB

All the subs on the 'listserv' will receive a copy of each request for a sub. The heading of the request should include the school and date a sub is needed.

You only need to respond to the request if you are available to sub for the tutor. If you can help, please do two things:

1. Respond directly to the tutor contacting the 'listserv.'
2. Please copy your response to the 'listserv' address to let the other subs know that the request has been responded to.