



NOVEMBER 2010

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1. 22C 2. 15C 3. 23A 4. 23B 5. 19C 6. 19C
7. 26C 8. 24C

DECEMBER 2010

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1. 7C 2. 14C 3. 24A 4. 27B 5. 27C 6. 21C
7. 26C 8. 13C 9. 11C 10. 12C

January 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1. 16A 2. 16B 3. 2A 4. 2B 5. 9A 6. 9B
7. 23A 8. 23B 9. 17A 10. 17B

Example Page

FEBRUARY 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

1. 4C 2. 11C 3. 13C 4. 26A 5. 18C 6. 25C
7. 9C 8. 23C

MARCH 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1. 6C 2. 13C 3. 15C 4. 20C 5. 8C 6. 1C
7. 22C 8. 22B

Registration Requirements:

Select the set number of preferred shifts for each month. Place preference number on chosen day and shift. Write down day and shift at the bottom of each month next to appropriate preference number.

- November – 8 preferred shifts
- December – 10 preferred shifts
- January – 10 preferred shifts
- February – 8 preferred shifts
- March – 8 preferred shifts

Include in your preferences the set number of holiday or weekend (Saturday or Sunday) shifts for each month.
 November – 1 weekend and/or holiday preferred shifts
 December – 3 weekend and/or holiday preferred shifts
 January – 2 weekend and/or holiday preferred shifts
 February – 2 weekend and/or holiday preferred shifts
 March – 2 weekend and/or holiday preferred shifts

The scheduling precedence's for top preferences are as follows:

1. Correct and complete registration form.
2. Timeliness of completed registration form.
3. Seniority

Keep attached sheet for your records of selected preferences. This calendar side is an example complete other blank calendar side same as highlighted example.



NOVEMBER 2010

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
X	X	X	X	X	X	X
X	X	X	X	X	A	A B C
A B C	C	C	C	X	A B C	A B C
A B C	C	C				

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

DECEMBER 2010

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
A B C	C	C	C	C	C	A B C
B C	C	C	C	C	C	A B C
A B C	A B C	A B C	A B C	A B C	A	X
A B C	A B C	A B C	A B C	A B C	A B C	

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

January 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
A B C	C	C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	A B C	C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	A B C	C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	A B C					

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

FEBRUARY 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
A B C	C	C	C	C	C	A B C
A B C	A B C	C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	A B C					

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

MARCH 2011

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
A B C	C	A B C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	C	C	C	C	C	A B C
A B C	X	X	X	X	X	X
X	X	X	X	X		

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

PATROLLER INFORMATION

Name: _____

Patrol #: _____

Address: _____

Phone: _____

Candidate _____ Auxiliary _____

Basic Patrol _____ Senior _____ Certified _____

Preferences entered into software program: Yes _____ No _____

Date Submitted: _____

Duty Scheduler
 Becky Kenning
 21043 160th Street
 Hutchinson, MN 55350

Email: dkenning@hutchtel.net



KEEP THIS PAGE FOR YOUR RECORDS

November Selected Preferences:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Date Request Submitted: _____
Changes entered into software program: Yes _____ No _____

November Change Preferences Request:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

December Selected Preferences:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

December Change Preferences Request:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

KEEP FOR YOUR OWN RECORDS

January Selected Preferences:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

January Change Preferences Request:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

February Selected Preferences:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

February Change Preferences Request:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

March Selected Preferences:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

March Change Preferences Request:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.