

# Coaching Availability Form

This is a change of availability



Employee  
Name

Travel/Intramural

Total Hours  
Desired

**INSTRUCTIONS** Enter the hours for each day that you are available. Check the days that you prefer to work, along with whether you are available to be on-call.

If this is a **change in the days**, or hours of availability, please check the

\*This is a change of availability\* box above

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available	Preferred	Preferred	Preferred	Preferred	Preferred	Preferred	Preferred
	Available	Available	Available	Available	Available	Available	Available
	On-call	On-call	On-call	On-call	On-call	On-call	On-call

Teams or Programs You Would Like to Continue Working With:
Teams or Programs You No Longer Wish to Work With:
Any Other Information or Requests:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Coaching Signature

\_\_\_\_\_  
Date