Klarstig

# Community Food Pantry - Activity Rescheduling Brief

Capture the constraints that must be resolved before an activity is moved. Setting: Community Food Pantry.

## Contact and reference

**Name or team reference ***

**Reply email, if needed**

**Date of record ***

## Activity Rescheduling Brief

**Activity and current schedule ***

**Reason for moving and acceptable replacement windows ***

**Dependencies that must move with the activity ***

**How affected participants will be informed**

## Community Food Pantry

**Distribution session and collection point ***

**Food parcel category or stock batch reference ***

**Storage rotation, packing or collection-window constraints**

## Ownership and follow-up

**Team or role responsible for the next action**

**Target follow-up date**

**Current state of this record ***

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

**Next action and completion evidence**

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

**Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.**

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