

# Volunteer Coordination Hub - Service Recovery Follow-up

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Check whether an agreed service correction addressed the reported problem. Setting: Volunteer Coordination Hub.

## Contact and reference

### Name or team reference

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Service Recovery Follow-up

### Earlier issue or case reference \*

REF-2026-0143

### Correction that was agreed and delivered \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### What now works and what remains unresolved \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Preferred next contact or practical follow-up

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Volunteer Coordination Hub

### Volunteer activity and meeting-point reference \*

REF-2026-0147

### Briefing pack, identification badge or activity kit involved \*

Example answer

### Shift handover, travel or kit-return arrangements

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

### Team or role responsible for the next action

Program coordinator

### Target follow-up date

November 14, 2026

### Current state of this record \*

Open for review

### Next action and completion evidence

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

## 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 this form tailored to your organization? Klarstig's professional services are included at no additional service charge.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA