



Caregiving Sign-Up Sheet

As you prepare a plan for your senior loved one’s care, you might be starting to feel overwhelmed. Thankfully, you don’t have to do it alone. Other family members are likely willing to help, but you need to know who can do what. This sign-up sheet can keep it all straight and hold everyone accountable for their caregiving role.

Gather the name, phone number, availability and responsibility of each person who is available to help, and then give a copy of this sign-up sheet to all members of the caregiving team. With the information, you can help support each other and also ensure that everyone knows what their responsibilities are. This cooperation will help your senior parent or grandparent get the best possible care, as well as help to keep you from feeling burnt out.

See below for an example of what a caregiving sign-up sheet might look like when it is filled in.

Name	Phone Number	Availability	Role / Commitment
Beth Adams	504-993-6637	Weekdays 6pm - 9pm; Weekends	Visiting in person every other week
Jim Adams	405-334-1234	Weekdays 9am-12pm; Saturdays	Emotional support - weekly phone calls
Bob Lewis	908-771-5643	Weekdays 4pm - 7pm; Weekends	Help with practical issues, financial planning, etc.
Frank (Neighbor)	445-801-6575	Weekdays 5:30pm - 8pm; Sundays	Help around the house as needed (shoveling snow, fix leaky faucets, etc.)
Gail (Neighbor)	445-078-9364	Weekdays 9am - 4pm; Saturdays	Check-in/visit as needed; grocery store runs as needed

