Coordinator calls/contacts the person listed at the top of each branch, who, in turn, calls/contacts the person directly below. Each person does likewise and the last person on each branch calls/contacts the coordinator to make sure the message has gone through to all. Phone calls are preferred but e-mails can be effective and timely. E-mailer should copy the person above as well as the person below.

4-H Youth Development Volunteer Training – Module 1: Communication