

RE : VOLUNTEER SUPPLEMENT

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RE:Volunteer for Volunteer Management

The optional *RE:Volunteer* facility tracks all aspects of your volunteers. You can define hours your volunteer is available to work, establish assignments, identify awards, keep on-line time sheets, and log a volunteer's qualifications. Using *RE:Volunteer*, you can maximize the efficiency of your volunteer program by matching your assignment needs with the volunteers who have the right skills, availability and experience. Reports help you track past and current volunteer hours. You can set award levels for each volunteer and run a report to find the volunteers who have met the requirements. Scheduling reports help you match needs with volunteer availability.

In This Chapter

- Entering a Volunteer
- Defining a Volunteer's Availability
- Tracking Skills and Qualifications
- Establishing Work Assignments
- Entering Time Sheets for Hours Worked
- Tracking Awards and Award Requirements

Entering a Volunteer

When you enter a volunteer, you are simply entering a constituent, but *RE:Volunteer* gives you the ability to classify a constituent as a volunteer and track information specific to his or her role as a volunteer. The Volunteer tab manages all aspects of your volunteer work force, from availability and interests to awards and assignments. All of the information you need to organize your volunteer work force is easily accessible.

To enter a volunteer:

- 1. Activate the *Constituent Management* program from *The Raiser’s Edge* program group.
- 2. Follow the steps for “Adding an Individual.”

Note: For specific information on Adding an Individual, see Chapter 2 of the User’s Guide, “Overview of Constituent Management.”

- 3. To make the constituent a volunteer, select the Volunteer tab. The following appears:

The screenshot shows the RE:Volunteer form with the following details:

- Tabs:** Actions, Media, Attributes, Solicitor, Hon/Mem, Affiliation, Prospect, Member, Events, Bio 1, Bio 2, Spouse, Addr/Sal, Relation, **Volunteer**, Appeals, Notes, Gifts.
- Type:** Office Staff (dropdown menu)
- Status:** Active (dropdown menu)
- Statistics:**
 - Date Started: 5/16/92
 - Date Finished: (empty field)
 - Reason Finish: (empty field)
- Emergency Contact:**
 - Name: Marilyn Pierce
 - Relation: mother (dropdown menu)
 - Phone: 803-999-5567
- Assignment Interests:**
 - Information Desk (checkbox)
 - Development Office (checkbox)
 - Gift Shop (checkbox)
- Notes:** (empty text area)
- Buttons:** Availability, Qualifications, Assignments, Time Sheets, Awards, Summary


- 4. Identify the purpose or **Type** of Volunteer. For example, indicate office staff, phonathon volunteer, docent, etc.

5. Define the **Status** of the Volunteer. For example, indicate active, inactive, hold, in training, etc.
6. The **Statistics** define the **Date Started**, the date the volunteer began service with your organization, the **Date Finished**, the date the volunteer ended their service (if the volunteer is still active, you can leave this blank), and a **Reason Finish** if the volunteer's service is terminated.
7. The **Assignment Interests** box defines the areas in which the volunteer has an interest in working. For example, a volunteer might have an interest in working at the gift shop, information desk, development office, etc.
8. Indicate the **Emergency Contact** or the person who should be notified in the event of an emergency. Enter the relation and the phone number as well as the name.
9. The **Notes** section is available to entered detailed notes about the volunteer.
10. Across the bottom of the screen is a series of buttons which lead you to additional screens with information related to the volunteer. Below is a brief description of what these buttons do. Each is discussed in detail later in this supplement.
 - **Availability:** Allows you to track the times the volunteer is available to work.
 - **Qualifications:** Tracks information related to experience, training, certifications, courses, and skills for each volunteer.
 - **Assignments:** Establishes assignments for your volunteers as well as the position held, the duration of the assignment, and the days and times during which the volunteer will work.
 - **Time Sheets:** Stores information about the volunteer's assignments and the time spent at each. Additionally, you can enter the total hours and the hourly wage to calculate an estimated value of the time worked.
 - **Summary:** The Volunteer Summary gives you an overview of the history of the volunteer with your organization. You can see the number of years of service, as well as the number of hours served during each year.

Defining a Volunteer's Availability

Volunteer availability is defined on three levels. You define which months the volunteer is available to work, the days during the week and the times during the day the volunteer prefers to work.

To define a volunteer's availability:

- 1. In the **From Date/To Date** boxes, enter the date range during which the volunteer is available to work. Enter the month and day. If you are establishing dates for the current month, simply type the day and the month defaults.
- 2. Under the column titled **Day**, click on  to select the appropriate day from the list.
- 3. In the columns titled **Start Time** and **End Time**, fill in the hours the volunteer is available.

Volunteer Availability for Michael J. Simpson

	From Date	To Date	Day	Start Time	End Time	
<input type="checkbox"/>	9/1	9/30	Monday	10:00 AM	2:00 PM	<input type="checkbox"/>
<input type="checkbox"/>	10/1	10/31	Tuesday	9:00 AM	3:00 PM	<input type="checkbox"/>
<input type="checkbox"/>	10/1	10/31	Thursday	9:00 AM	3:00 PM	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>

OK

Cancel

- 4. Select the **OK** button to return to the Volunteer screen and to save what you have entered. Selecting **Cancel** leaves the screen without saving the information.

Tracking Skills and Qualifications

The **Qualifications** button enables you to track information related to experience, training, certifications, courses, and skills for each volunteer. For example, enter the number of words per minute a volunteer can type, indicate the volunteer can write in calligraphy, enter any training courses you offer that the volunteer attended, etc.

To establish volunteer qualifications:

1. Select the **Qualifications** button. The following screen appears:

Volunteer Qualifications for James T. Pierce

Skills/Experience

Description	Skill Level	License Type	License #	Expires	Comments
Driver's License		Class 1 A	000856968SC	6/7/99	

Courses/Training

Course Name	Start Date	End Date	Instructor	Certification	Expires	Comments
Volunteer Workshop	8/17/93	8/30/93	Mary Wilson	Certified Volunte		

OK Cancel

2. In the Skills/Experience box, indicate any special skills or experience which the volunteer possesses. The **Description** identifies the skill, for example **Typing Speed**. The **Skill Level** stores any values which can be assigned to the skill, such as **50 WPM**. If the volunteer is licensed, indicate the type of license the volunteer has, such as a contracting license. If there is an expiration date associated with the license, you can enter the date in the **Expires** field. The **Comments** box allows you to enter any additional comments or notes about the skill or experience.

3. The Courses/Training box stores information about courses and special training the volunteer has completed. Enter the **Course Name**, the **Start Date** and **End Date** which represents the duration of the training time, the name of the **Instructor**, any **Certification** the volunteer has received, an **Expiration** date if the certification is temporary, and any **Comments** regarding the entry. You do not have to fill in all of the fields – only the ones which are appropriate for the entry.
4. When you are finished, select the **OK** button to save the entry or select **Cancel** to leave without saving.

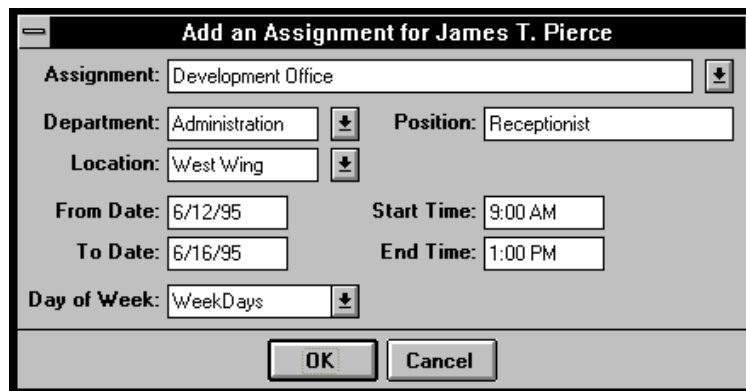
Establishing Work Assignments

Through the **Assignments** button, you can establish assignments for your volunteers. Additionally, you can track the position held and the duration of the assignment, including the days and times during which the volunteer will work. When the **Assignments** button is activated, a list of current assignments appears. The Assignment screen also has buttons which perform the following functions:


- **Add:** Adds a new assignment.
- **Edit:** Changes an existing assignment.
- **Delete:** Removes an assignment from the list.

Adding an Assignment

1. From the Assignment screen, select the **Add** button. The following screen appears:



The screenshot shows a dialog box titled "Add an Assignment for James T. Pierce". It contains several input fields with dropdown arrows: "Assignment:" (Development Office), "Department:" (Administration), "Position:" (Receptionist), "Location:" (West Wing), "From Date:" (6/12/95), "Start Time:" (9:00 AM), "To Date:" (6/16/95), "End Time:" (1:00 PM), and "Day of Week:" (WeekDays). At the bottom are "OK" and "Cancel" buttons.

2. In the **Assignment** box, enter the area to which the volunteer is assigned or select  to choose from the list. For example, indicate ticket booth, phonathon, information desk, etc.
3. Select the **Department** under which the assignment falls. For example, indicate Marketing, Development, etc.
4. Identify the specific **Position** the volunteer is assigned to work. For example, indicate cashier, phonathon operator, receptionist, etc.
5. Specify the **Location** or the site where the volunteer will work. This is particularly useful if you share volunteers between several sites.
6. In the **From Date/To Date** fields, specify the date range for the assignment. Enter the month, day and year.
7. In the **Start Time/End Time** fields, enter the times during which the volunteer will work.
8. The **Day of Week** prompt tracks the days during the week in which the volunteer will fulfill the assignment.
9. Select the **OK** button to save the assignment or select the **Cancel** button to leave without saving.

Entering Time Sheets for Hours Worked

Using the **Time Sheets** button, you can store information about the hours the volunteer worked at an assignment. Additionally, you can enter an hourly wage to calculate an estimated value of the time worked.

When the time sheets button is activated, a list of time sheets appears. There are also buttons which perform the following functions:

- **Add:** Adds a new time sheet.
- **Edit:** Changes an existing time sheet.
- **Delete:** Removes a time sheet from the list.


Adding a Time Sheet

1. From the Time Sheet screen, select the **Add** button. The Following Screen appears:

The screenshot shows a dialog box titled "Add a Time Sheet for James T. Pierce". It contains the following fields and values:

Field	Value
Date	6/15/95
Assignment	Information Desk
Department	Administration
Location	Main Entrance
Position	Information Clerk
Hours	5.00
Hourly Wage	\$5.00
Value	\$25.00

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

2. In the **Date** field, enter the date the volunteer worked the assignment.
3. Identify the **Assignment** worked. You can type in the assignment or select  to select from the list. An assignment is a specific area in which the volunteer works. For example, an assignment could be a banquet, phonathon, reception, etc.
4. Select the **Department** under which the Assignment falls. For example, a department could be Marketing, Development, etc.
5. Specify the **Location** or the site where the volunteer worked. This is particularly useful if you share volunteers between several sites.
6. Identify the specific **Position** the volunteer is assigned to work. For example, a position could be cashier, phonathon operator, receptionist, etc.
7. The wages section of the time sheet enables you to establish a worth for the time a volunteer works. In the **Hours** box, enter the number of hours the volunteer has worked. For example, if the volunteer has worked five hours, enter 5. In the **Hourly Wages** box, enter the wage per hour the volunteer would earn for the position if he/she was not working on a voluntary basis. For example, if the position would earn the volunteer six dollars an hour, enter 6.00. The **Value** is calculated by the number of hours worked multiplied by the hourly wage. For this example, the value is \$30.00. The value cannot be changed and will always appear as gray text.
8. Select the **OK** button to save the time sheet, or select **Cancel** to leave without saving.


Tracking Awards and Award Requirements

The Volunteer tab tracks past awards, as well as the hours needed for the next awards level. You can build a history of service and award your volunteers for their commitment to your organization.

1. When the **Awards** button is selected, the following screen appears:



Date	Description	Presented With	Presented By	Comments
3/3/94	200 Hours	Silver Pin	John Goldman	At President's Ball

2. The **Next Award** box indicates the next award level for which the Volunteer qualifies. You can enter the award or choose from the list by selecting . In the **Award Hours** box, enter the number of hours needed to reach the next award.
3. The **Award List** shows a history of awards given to the volunteer, along with the **Date** each was presented, the **Description** of the award and the **Presenter's** Name. A **Comments** section lets you enter additional notes about each award.
4. To save the Award information, select the **OK** button. To leave without saving, select **Cancel**.

Volunteer Reports

Volunteer reports give you the information necessary in tracking all aspects of your volunteer program. Produce a variety of reports analyzing the availability, skills, qualifications and assignment needs to match volunteers with assignments. You can also print a report of volunteers who are due an award. Summary reports also enable you to view comprehensive statistics and get an overall picture of your volunteer pool.

In This Chapter

- Volunteer Report Parameters
- Running a Volunteer Report
- Skills and Qualifications Report
- Courses and Training Report
- Volunteer Assignment Schedule
- Volunteer Schedules
- Time Sheet Report
- Volunteer Summary Report
- Assignment Summary Statistics
- Volunteer Awards Report
- Awards Due Report
- Volunteer Match List

Volunteer Report Parameters

One of the advantages of using *The Raiser's Edge* is the consistency of the program. This consistency is clearly evident in the report parameters. Each report has a set of criteria or parameters which define the output. As you work with the program, you will find that, although there are some variations, all of the reports share common parameters.

Note: *Although the reports share many of the same parameters, keep in mind that not every parameter is available for every report.*

Volunteer Report Parameters include:

- General Parameters
- Constituency Parameters
- Skills Parameters
- Skill Levels Parameters
- Address Parameters
- Assignment Parameters
- Availability Parameters
- Certification Parameters
- Courses Parameters
- Format Parameters
- Interests Parameters
- Report Period Parameters

General Parameters

Volunteers to Include

On the Volunteer Reports, you can select the **Volunteers to Include**. Your choices are: **All Records**, **Selected Records** or **One Record**. If Selected is chosen, you can indicate a query to use as the basis for the report. If you choose One Record, an additional prompt, Name appears. This prompt accesses the Constituent Search Criteria so you can locate the desired volunteer.

Expiration Date On or Before

The **Expiration Date On or Before** prompt limits the volunteers included in the report to those whose skills or courses/training expire on or prior to the date you enter.

Volunteer Start Date Between

Some reports also include a date range for events with an **Volunteer Start Date between _____ and _____** prompt. This limits the report to include only volunteers whose service began during the specified date range. For the Courses and Training Report, this refers to the Start/End Date for the course. The Time Sheet Report uses these dates to limit the Time Sheets included to those that have a date that falls within this date range.

List Assignments Between

The **List Assignments Between _____ and _____** prompt lets you limit the report to only include assignments that fall within the date range. For example, if you only want to see assignments in January, enter the dates that cover the entire month of January.

Total Hours Between

The **Total Hours Between _____ and _____** prompt lets you limit the volunteers included in the report to those who have a total number of hours of service between the amounts specified.

List Awards Between

The **List Awards Between _____ and _____** prompt limits the report to include volunteers who have received an award during the date range specified.

Constituency Parameters

In the Constituencies box, determine whether **All Constituencies** or **Selected Constituencies** will be used by selecting the circle next to your choice.

If you choose Selected Constituencies, pick the **Constituencies to Include** from the Constituencies box.



Moves the Highlighted Entry from the Constituencies box to the Constituencies to Include box



Moves all of the Constituencies to the Constituencies to Include box



Removes the Highlighted Entry from the Constituencies to Include box to the Constituencies box



Removes all of the Constituencies from the Constituencies to Include box

Skills Parameters

In the Skills to Include box, determine whether **All Skills** or **Selected Skills** will be used by selecting the circle next to your choice.

If you choose Selected Skills, you then need to pick your **Skills to Include** from the Skills box.



Moves the Highlighted Entry from the Skills box to the Skills to Include box



Moves all of the Skills to the Skills to Include box



Removes the Highlighted Entry from the Skills to Include box to the Skills box







Removes all of the Skills from the Skills to Include box

Skill Levels Parameters

In the Skill Levels to Include box, determine whether **All Skill Levels** or **Selected Skill Levels** will be used by selecting the circle next to your choice.

If you choose Selected Skill Levels, you then need to pick your **Skill Levels to Include** from the Skill Levels box.

-  Moves the Highlighted Entry from the Skill Levels box to the Skill Levels to Include box
-  Moves all of the Skill Levels to the Skill Levels to Include box
-  Removes the Highlighted Entry from the Skill Levels to Include box to the Skill Levels box
-  Removes all of the Skill Levels from the Skill Levels to Include box





Address Parameters

For reports which include detailed information (i.e., constituent's names and addresses), you need to define whether an address should print, and if so, which should be included.

Address to Print

In the **Address to Print** box, indicate which address you want the system to include on the report. You can **Base** the address **On Criteria**, choose to print the **Primary Address** (i.e., Home Address for individuals, Business Address for organizations), the **Business Address**, (Business Address for individuals and Primary Address for organizations) or choose **None** to exclude the address from printing. If you select **Base on Criteria**, only addresses that meet the criteria you specify in the Address tab are included. The address selected must have one of the Mail Types you select, and must have a Seasonal From/Seasonal To and Date From/Date To that is valid as of the date entered in the 'As Of' date for alternate addresses. For detailed information about how the system processes addresses, refer to the "Understanding Address Processing" section of the "Correspondence and Mailings" chapter in this *User's Guide*, or search the On-Line Help for "Understanding Address Processing."

To select Mail Types from the Address Criteria box:

-  Moves the Highlighted Entry from the Mail Types box to the Types to Include box
-  Moves all of the Mail Types to the Types to Include box
-  Removes the Highlighted Entry from the Types to Include box to the Mail Types box
-  Removes all of the Mail Types from the Types to Include box

Print Phone

If you wish to include the phone number on the report, select the **Print Phone** prompt. In the **Type** box, select the phone number you wish to include.

Print Phone Only

Select the Print Phone Only prompt if you want to print a phone number without any address information.

'As Of' date for Alternate Addresses

The **'As Of' date for Alternate Addresses** prompt allows you to select the proper address based on the date entered in the Seasonal From/Seasonal To and Date From/Date To fields. The system searches all of the addresses for the one which falls within these dates.

If No Address is Found

If No Address is Found that matches the criteria you have defined, additional information is required. Determine whether the report should **Use the Primary Address** (Home Address for individuals, Business Address for organizations), **Use the Business Address** or **Print with No Address**.

Assignment Parameters

In the Assignments to Include box, determine whether **All Assignments** or **Selected Assignments** should be used by selecting the circle next to your choice.

If you choose Selected Assignments, you then need to pick your **Assignments to Include** from the Assignments box.



Moves the Highlighted Entry from the Assignments box to the Assignments to Include box



Moves all of the Assignments to the Assignments to Include box



Removes the Highlighted Entry from the Assignments to Include box to the Assignments box



Removes all of the Assignments from the Assignments to Include box

Availability Parameters

The Availability Parameters enable you to narrow the months, days and times during which a volunteer is available to work.

Months

In the **Months** box, determine whether you want to include **All Months** or **Selected Months** in the report. If selected is chosen, pick from the available months to include in the report.

Days

In the **Days** box, determine whether you want to include **All Days** or **Selected Days** in the report. If selected is chosen, pick from the available days to include in the report.

Time

The **Time** box allows you to enter the times during which the volunteer should be available. In the Available Between boxes, enter the start and end time (i.e., 10:00 AM-5:00 PM). When you enter a time, the **Only Include Volunteers Available for Entire Time Specified** prompt becomes active. When selected, this prompt limits the report to volunteers that can work during the entire time entered. If you do not select this prompt, the report lists volunteers that are available at anytime during the start and end time.

Certification Parameters

In the Certifications to Include box, determine whether **All Certifications** or **Selected Certifications** will be used by selecting the circle next to your choice.

If you choose Selected Certifications, you then need to pick your **Certifications to Include** from the Certifications box.



Moves the Highlighted Entry from the Certifications box to the Certifications to Include box



Moves all of the Certifications to the Certifications box



Removes the Highlighted Entry from the Certifications to Include box to the Certifications box



Removes all of the Certifications from the Certifications to Include box

Courses Parameters

In the Courses to Include box, determine whether **All Courses** or **Selected Courses** will be used by selecting the circle next to your choice.

If you choose Selected Courses, you then need to pick your **Courses to Include** from the Courses box.



Moves the Highlighted Entry from the Courses box to the Courses to Include box



Moves all of the Courses to the Courses to Include box



Removes the Highlighted Entry from the Courses to Include box to the Courses box




Removes all of the Courses from the Courses to Include box

Format Parameters

Addressee

The Addressee box determines the format of the constituents' names on the report.

- If you choose **From Constituent Record**, you are indicating your desire to use one of the addressees stored in the constituent's record. When selected, two additional prompts appear: **Use** – identifies the addressee type to use; and **If Present Otherwise Use** – the alternate addressee to use in the event the constituent does not have the one selected in the **Use** field.
- If you choose **From Addressee Table**, you can click on  to select from the table established in *Configuration*.
- **Use Key Name** prints the name as First Name, Middle Name, Last Name for individuals and Organization Name for organizations.

Report Criteria

The **Report Criteria** is a summary of some of the parameters used to produce the report. You can define where the criteria are printed by selecting the circle next to your choice. Your choices are **First Page**, **All Pages**, or **None**. The Report Criteria line includes the date range for the report and the query name, if one is used.

Report Order

On all reports, you can determine the **Report Order**. Specify whether you want the report to print in **Alphabetical** order, in order **By Skill**, **By Course**, **By Hours**, or **By Award**. Note that not every report has all of the options.

Subheading

The **Subheading** prompt lets you enter any subtitle you want to appear on the report. If you leave this blank, no subtitle will print. The name of the report and your organization name always prints at the beginning of the report.

Report Options

On some reports you have additional **Report Options** that allow you to determine how certain situations are handled. For example, you can define whether each volunteer should print on a new page. Note that not all reports have every option. The Report Options are:

- **One Volunteer Per Page:** When this prompt is selected, the system inserts a page break before each new volunteer on the report.
- **Include Department:** When this prompt is selected, the system prints the department of the assignment on the report.
- **Include Position:** When this prompt is selected, the system prints the position available or assigned to the volunteer on the report.
- **Include Location:** When this prompt is selected, the system prints the location of the assignment on the report.
- **Include Period Totals:** On the Assignment Summary Statistics report, selecting this prompt indicates your desire to have a total for each of the periods you define.

Interests Parameters

In the Interests to Include box, determine whether **All Interests** or **Selected Interests** will be used by selecting the circle next to your choice.

If you choose Selected Interests, you then need to pick your **Interests to Include** from the Interests box.



Moves the Highlighted Entry from the Interests box to the Interests to Include box



Moves all of the Interests to the Interests to Include box



Removes the Highlighted Entry from the Interests to Include box to the Interests box





Removes all of the Interests from the Interests to Include box

Report Period Parameters

On the Assignment Summary Report, you can define up to 12 periods for the report to summarize. Each of the 12 periods has a Start and End Date and a Heading. The heading appears at the top of each of the columns you define.

Running a Volunteer Report

To run a volunteer report:

1. Select the *Reports* program from *The Raiser's Edge* program group.
2. Start a new report by either:
 - Clicking on the  button located on the *Reports* Toolbar.
 - or
 - Selecting **File** from the Menu Bar and choose **Open Report**.
3. The Select Report screen appears. Under the column **Report Types**, highlight **Volunteer Reports**.
4. A list of Volunteer Reports appears. Under the column **Report Names**, highlight the desired report name and press ENTER or select the **OK** button.
5. Fill in the appropriate parameters. Select  to print the report to your printer.

Note: For information about *Exporting a Report* or *Sending a Report via electronic mail*, see the “*Reports Overview*” chapter of the *User's Guide*.

Skills and Qualifications Report

The **Skills and Qualifications Report** lists volunteers alphabetically or by skills and qualifications with a description of the skill, the skill level, information about licenses, and comments. This report is useful in matching volunteers with assignment needs.

5/22/95

Anson Heritage Foundation
Skills and Qualifications Report

Page 1

Expiration Date on or Before 12/31/99

Volunteer/Skill	Level	Type	License Number	Expires
Rebecca B. Aaron				
First Aid	Expert	Red Cross Certified	A2/711	12/31/94
Driver's License		Class 1 A	SC-3178933	5/ 7/98
Victor H. Hanson				
First Aid	Expert	Red Cross Certified	A1/142	4/30/96
Driver's License		Class 2 Heavy	SC-84884	1/27/98
Light Construction	Hobbyist			
Margaret E. Reynolds				
First Aid	Novice			
Michael J. Simpson				
First Aid	Expert	Red Cross Certified	A1/547	12/31/94
Driver's License		Class 1 A	SC-5963271	6/30/96

Courses and Training Report

The **Courses and Training Report** lists volunteers alphabetically or by courses and training with the dates the volunteer was enrolled, the instructor, certificate information and any comments. This report is useful in matching volunteers with assignment needs.

12/31/95

Anson Heritage Foundation

Page 1

Volunteer Courses and Training Report

Start Date Between 01/01/95 and 12/31/95 Expiration Date on or Before 12/31/99

Volunteer/Course	Start	End	Instructor	Certification	Expires
Rebecca B. Aaron 2344 Ruby Road Charleston, SC 29501 CPR	6/15/95	8/15/95		Red Cross	4/30/97
Mr. Victor H. Hanson 951 Dillard Avenue Wheaton, CA 96095 CPR	1/25/95	3/22/95	Walsh	Red Cross	4/30/97
EMT	4/20/95	8/ 1/95	Walsh	Roper Hospital	9/27/97
Miss Margaret E. Reynolds 348 Senate Lane Charleston, SC 29503 CPR	1/25/95	3/22/95	Walsh	Red Cross	4/30/97
Michael J. Sawyer 443 Lake Forest Drive Country Club Estates Kiawah Island, SC 29555-0443 CPR	6/15/95	8/15/95	Walsh	Red Cross	4/30/97
EMT	5/21/95	11/15/95	Walsh	Roper Hospital	9/27/97

Volunteer Assignment Schedule

The **Volunteer Assignment Schedule** lists volunteers by assignment with detailed information including the day of the assignment, the dates the assignment is valid, the volunteer's name and telephone. Use the report as a cross-check to ensure all assignments are fulfilled.

5/15/95

Anson Heritage Foundation

Volunteer Assignment Schedule

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Assignments Between 05/15/95 and 5/31/95

Assignment	Day	Date	From	To	Volunteer	Telephone
Gift Shop	Monday	5/15/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Tuesday	5/16/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Wednesday	5/17/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Thursday	5/18/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Friday	5/19/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Monday	5/22/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Tuesday	5/23/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Wednesday	5/24/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Thursday	5/25/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Friday	5/26/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Monday	5/29/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Tuesday	5/30/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
	Wednesday	5/31/95	9:30am	12:30pm	Margaret E. Reynolds	(803) 555-7844
			10:00am	2:00pm	Janice E. Robertson	(803) 555-1275
Phonathon	Saturday	5/20/95	8:30am	12:30pm	Mr. and Mrs. Victor H. Hanson	(803) 555-7147
	Saturday	5/27/95	8:30am	12:30pm	Mr. and Mrs. Victor H. Hanson	(803) 555-7147

Volunteer Schedules

Volunteer Schedules list each volunteer with their assignments, the department to which the volunteer is assigned, the location of the assignment, the position filled, and the dates the assignment is valid.

5/15/95

Anson Heritage Foundation
Volunteer Schedule

Page 1

Assignments Between 5/1/95 and 5/15/95

Volunteer/Assignment	Day	Date	From	To	Department	Location
Victor H. Hanson 951 Dillard Avenue Wheaton, CA 96094 (310) 555-0912						
Phonathon	Saturday	5/ 6/95	8:30am	12:30pm	Marketing	Calhoun Room 121
	Saturday	5/13/95	8:30am	12:30pm	Marketing	Calhoun Room 121
Margaret E. Reynolds 348 Senate Lane Charleston, SC 29403						
Gift Shop	Monday	5/ 1/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Wednesday	5/ 3/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Friday	5/ 5/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Monday	5/ 8/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Wednesday	5/10/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Friday	5/12/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing
	Monday	5/15/95	9:30am	12:30pm	Administration	Development Office
			10:00am	2:00pm	Marketing	West Wing

Time Sheet Report

The **Time Sheet Report** lists volunteers by assignment with detailed information about the hours worked at each assignment and the value of the volunteer’s time. For each volunteer, the report totals the hours for the period and prints a year-to-date total and a cumulative total.

5/31/95

Anson Heritage Foundation
Time Sheet Report

Page 1

Start Date Between 05/01/95 and 05/31/95

Volunteer/Assignment	Date	Department	Location	Wage	Hours	Value
Thomas A. Cooper 2501 Canyon Road Mount Pleasant, SC 29498						
Development Office	5/ 1/95	Administration	West Wing	\$5.00	84.50	\$422.50
Total This Period					84.50	\$422.50
Year to Date Total					0.00	0.00
Total					84.50	\$422.50
Victor H. Hanson 951 Dillard Avenue Charleston, SC 29401						
Gift Shop	5/25/95	Marketing	West Wing Entrance	\$5.00	8.00	\$40.00
Total This Period					56.00	\$280.00
Year to Date Total					201.00	\$1,005.00
Total					257.00	\$1,285.00
Miss Margaret E. Reynolds 348 Senate Lane Charleston, SC 29403						
Gift Shop	5/ 3/95	Marketing	West Wing Entrance	\$5.00	116.00	\$580.00
Total This Period					116.00	\$580.00
Year to Date Total					0.00	0.00
Total					116.00	\$580.00
					Hours	Value
Grand Total This Period					256.50	\$1,282.50
					201.00	\$1,005.00
Grand Total					457.50	\$2,287.50

Volunteer Summary Report

The **Volunteer Summary Report** lists volunteers either alphabetically or by total hours worked with the date the volunteer began their service, information about the last assignment worked, the hours worked in the previous years, a year-to-date total, and the cumulative total.

6/30/95		Anson Heritage Foundation <i>Volunteer Summary</i>					Page 1
Volunteer	Started	Date	Last Worked Assignment	Hours	Prior Years	Hours This Year	Total
Margaret E. Reynolds 348 Senate Lane Charleston, SC 29403	10/1/93	5/ 3/95	Gift Shop	116.00	406.50	116.00	522.50
Thomas A. Cooper 2501 Canyon Road Mount Pleasant, SC 29498	5/ 1/94	5/12/95	Development Office	84.50	405.50	84.50	490.00
Janice E. Robertson 437 Serenity Lane Mt. Pleasant, SC 29484	1/ 1/94	4/30/95	Information Desk	200.00	140.00	200.00	340.00
Michael J. Simpson 443 Lake Forest Drive Country Club Estates Kiawah Island, SC 29455- 0443	9/ 1/93	4/ 1/95	Gift Shop	8.00	228.00	0.00	228.00
Victor H. Hanson 951 Dillard Avenue Wheaton, CA 96094	1/30/95	5/25/95	Gift Shop	8.00	0.00	56.00	56.00

Assignment Summary Statistics

The **Assignment Summary Statistics** provide a breakdown of the hours worked for up to twelve periods that are defined by you. Use this report as a monthly summarization of your volunteer year.

***Note:** The Assignment Summary Statistics can be graphed. For more information, refer to the section on “Graphing a Report’s Output” in the “Reports Overview” chapter of the User’s Guide.*

6/30/95	<div>Anson Heritage Foundation</div> <div>Volunteer Assignment Summary Statistics</div>				Page 1
Assignment	1993	1994	1995	Total	
Development Office	100.00	100.00	84.50	184.50	
Gift Shop	114.00	110.00	172.00	346.00	
Information Desk	50.00	155.00	200.00	355.00	
	264.00	365.00	456.50	885.50	

Volunteer Awards Report

The **Volunteer Awards Report** lists volunteers either alphabetically or by award with each award level reached. Each volunteer is listed with the award given, the presenter of the award, the hours of service worked, and the next award due.

12/31/95	Anson Heritage Foundation			Page 1
	<i>Volunteer Awards Report</i>			
Awards Between 01/01/95 and 12/31/95				
Award/Volunteer	Award Hours	Award Date	Presented With	Presented By
50 Hour Pin Victor H. Hanson 951 Dillard Avenue Wheaton, CA 96094	50.00	5/ 31/95	Certificate	M.G. Wilson
100 Hour Pin Janice E. Robertson 437 Serenity Lane Mt. Pleasant, SC 29484	100.00	5/31/95	Bronze Pin	James T. Marshall
200 Hour Pin Thomas A. Cooper 2501 Canyon Road Aspen, CO 30398	200.00	5/31/95	Silver Pin	Willis Maybanks
Janice E. Robertson 437 Serenity Lane Mt. Pleasant, SC 29484	200.00	5/31/95	Silver Pin	Willis Maybanks
Michael J. Simpson 443 Lake Forest Drive Country Club Estates Kiawah Island, SC 29455-0443	200.00	5/15/95	Silver Pin	John Goldman
500 Hour - Gold Pin Margaret E. Reynolds 348 Senate Lane Charleston, SC 29403	500.00	5/31/95	Gold Pin	Willis Maybanks

Awards Due Report

The **Awards Due Report** lists volunteers by award due with the hours worked, the last worked date, and the cumulative hours worked. The report calculates who is due for an award based on the next award date on the award record.

5/31/95		Anson Heritage Foundation			Page 1
		Awards Due Report			
Award Due/Volunteer		Award Hours	Last Date Worked	LastAward	Cumulative Hours
100 Hour Pin					
Victor H. Hanson		100.0	5/25/95	50 Hour Pin	56.00
951 Dillard Avenue					
Charleston, SC 29401					
500 Hour - Gold Pin					
Margaret E. Reynolds		500.0	5/ 3/95	500 Hour - Gold Pin	522.50
348 Senate Lane					
Charleston, SC 29403					
Michael J. Simpson		500.0	7/ 1/94	200 Hour Pin	228.00
443 Lake Forest Drive					
Country Club Estates					
Kiawah Island, SC 29455-0443					

Volunteer Match List

The **Volunteer Match List** helps you match volunteers with the right training, qualifications and availability with your assignment needs. You define the criteria to filter a list of volunteers who are equipped to fulfill a specific assignment.

5/15/95	Anson Heritage Foundation <i>Volunteer Match List</i>				Page 1	
Volunteer	Day	From Date	Availability To Date	Start Time	End Time	
Thomas A. Cooper 2501 Canyon Road Mount Pleasant, SC 29248	Sunday	01/01	12/31	9:45 AM	4:30 PM	
Victor H. Hanson 951 Dillard Avenue Charleston, SC 29401	Saturday	01/01	12/31	9:30 AM	2:30 PM	
Margaret E. Reynolds 348 Senate Lane Charleston, SC 29403	Weekends	04/01	08/31	8:30 AM	12:30 PM	
Miss Janice E. Robertson 437 Serenity Lane Mt. Pleasant, SC 29484	Wednesday	04/30	12/04	12:30 PM	5:00 PM	
Michael J. Sawyer 443 Lake Forest Drive Country Club Estates Kiawah Island, SC 29455-0443	Monday	01/01	05/15	6:00 PM	8:00 PM	

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