

Purpose:

- manage volunteer availability
- manage volunteer activity lists for events
- manage volunteer profiles
- track the progress of volunteer checks e.g. Criminal Records Bureau (CRB) checks using Workflow

volunteer co-ordination

thankQ's **Volunteer** module enables you to manage and update details of your volunteers - from their specific skills, (CRB) check status and qualifications to their availability.

Volunteer tab on thankQ's Contact form

The module also enables you to manage the amount of time that volunteers spend and the activities undertaken to help your organisation. These details can then be reported out for analysis.

volunteer activity role list

The **Volunteer** module works hand in hand with the **Events** module so that you can set up a schedule of volunteer activities for each event. Volunteers can then be assigned to each role.

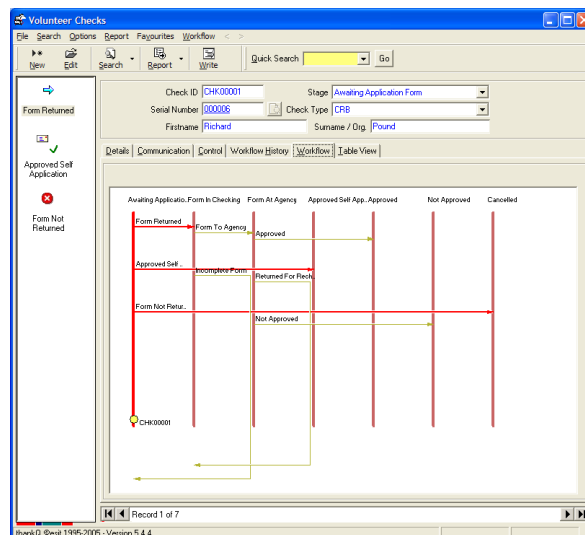
Role	Serial No	First Name	Last Name	Date	Asked	Hours Spent	Comments	Role ID
Supervisor				25-10-2005	No	0		AR0000012
Supervisor	000016	Sharon	Schultz	25-10-2005	No	0		AR0000013
Supervisor				25-10-2005	No	0		AR0000014
Support Worker	000014	Jonathan	Schultz	15-09-2005	Yes	0		AR0000011
Usher	000006	Richard	Found	16-09-2005	Yes		Positive report from event organiser	AR0000010

thankQ's Volunteer Activity Role List form

Managing lists of volunteers with similar skills and/or availability enables your organisation to easily manage and contact volunteers for specific requirements - from event staff to administrative workers. Associated reports can be produced to show how many roles have been filled or remain unfilled.

volunteer checks

The **Volunteer** module enables you to track the progress of CRB checks for your volunteers using Workflow. This ensures that you have a documented audit trail for all of your volunteer checks.



thankQ's Volunteer Checks form

