REGISTER & TRACK PROJECT VOLUNTEERS

REGISTERING VOLUNTEERS

Y members interested in participating in service projects will need a way to sign-up and receive confirmation of their participation. The Togetherhood Committee Members running each project will want to track the members who register and later confirm who attends. This information is also important for meeting the reporting requirements of the Togetherhood program.

Depending on the scale of the project, registering and tracking may be done manually with a sign-up sheet for registration as well as a sign-in sheet at the event, or can be done electronically using a range of tools.

Important parts of the registration process include: building contact databases, communicating reminders, generating sign-in sheets, getting liability waivers and photo releases signed, and sending thank-you notes.

USING YOUR Y'S EXISTING OPERATIONS SYSTEM

Below are specific recommendations for how to manage volunteers using the two most common membership software products used by Ys. A benefit of using existing systems is the ability to easily follow up with fundraising requests.

Net Ventures: All YMCAs that use Trinexum Operations software (Net Ventures) can easily manage and track volunteers at their association. To get detailed instructions, Trinexum users should visit X'Voice from the Trinexum homepage. Once in X'Voice, the document can be located through the following path: Resource Management > User Guides > Volunteer Management folder.

Daxko: Daxko has recorded a Volunteer Engagement Methods webinar that explains how to use the Programs feature to create and track individual service projects as well as collect volunteer interest on an ongoing basis. To access this free training within your Daxko system, select Help > Knowledge and search Free Training Recordings. Direct link: http://daxko.wistia.com/medias/t1syrtn3wb.

USING INTERNET–BASED VOLUNTEER SOFTWARE

You may decide that your best option is to use an internet-based program. Some of the following options have been successfully used by other Ys.

- VolunteerMatters - In collaboration with YMCA of the USA, VolunteerMatters developed a volunteer management system with Ys in mind. This affordable, Y-branded platform is

easy to use and enables your Y to manage the volunteer engagement process from start to finish.

- Join365.org – A fee-based online application that allows Y members and the general public to find and signup for volunteer opportunities and can be used to communicate with volunteers. Developed by the YMCA of Greater Des Moines and specifically designed for use by other Ys.
- SignUpGenius – A free online application that helps leaders organize project and events. Advanced features require a fee.
- VolunteerMatch.org – A free online service that helps recruit volunteers.
- VolunteerSpot – A free online tool for volunteer scheduling and sign up. Advanced features require a fee.