asia catalyst

TEMPLATE | VOLUNTEER DATABASE

Nonprofit Survival Guide

info@asiacatalyst.org | 212.967.2123

How to use the database | This database will help you keep track all the volunteers who have come through the organization. It is a good idea to keep a database because a record will ensure that even if there is staff turnover, everyone will still have the information. A comprehensive database will benefit future staff in the event that former volunteers approach them with requests to volunteer again, or to get a recommendation from your organization. They can refer to the record to see the organization's previous experience with this person.

Volunteer Name	Contact Information	Job title and description	Start/End Dates	Weekly Schedule	Short Bio	Internal Notes/ Recommendation?
Lin Sample	Lin.sample@gmail.com	Events Coordinator	June 1-Aug 30, 2010	10 am-6 pm; Tues-Thurs	Lin Sample has worked with grassroots AIDS groups for 5 years. She is a former sex worker and is a member of the Asian Sex Workers' Alliance.	Great volunteer, would welcome back for another term. Yes on recs.