Template| Volunteer Database

This database will help you keep track of 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 this information. A comprehensive database will benefit future staff if former volunteers approach them with requests to volunteer again or to get a recommendation from your organization. They can refer to this record to see the organization's previous experience with this person.

Volunteer Name	Contact Information	Job title and Description	Start/End Dates Weekly	Weekly Schedule	Short Bio	Internal Notes/ Recommendation?
Lin Sample	linmoumou@ gmail.com	Coordinator	June 1 – August 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.