

What Works

A complimentary Newsletter from CareWorks Software

TIMESHEETS - ARE THEY REALLY THAT IMPORTANT and HOW CAN I GET THE VOLUNTEERS TO TURN THEM IN?

You bet! Those of you who are using all of CareWorks' features and functions know the importance of Timesheets. The question is: how can this translate into getting timesheets actually filled out by the Volunteers?

Well, I sure wish I had a good answer. However, I do think that if the Volunteers realized how important it is to your specific program to report their time, perhaps it would help. They may think that since they don't get paid for their services, they don't need to keep track of their time, but programs can't run without some funding...and they can run much better with more funding!

When I am training people, I often say, "an assignment is just an assignment". Until the Timesheet information is filled out, there is no way to know if the "assignment" became a "service rendered" as far as CareWorks is concerned.

Once the service is rendered and entered on Timesheets, it will appear in many different reports that can help you in the ongoing quest for program funds.

For example, do you give a lot of rides for kidney dialysis? You can set up a separate subcode under Transportation/Kidney Dialysis. Then, when you go to the Kidney Foundation for a grant, you can easily access your group's statistics showing how many hours and miles have been devoted transporting dialysis patients.

If you have a full-blown version of MS Access installed on your office computers, you can design your own reports and queries in the CareWorks database. This gives you limitless possibilities for retrieving the information you might need. If you have paid for your technical support, I will be happy to assist.

FUNDRAISING IDEAS

Fall is just around the corner, how about an Apple Festival? Perhaps a local church would donate their facilities so you can sell homemade pies, muffins, bread, cookies and maybe even some apple themed crafts!



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Highlighted News

- TIMESHEETS—Are they really that important?
- Fundraising Ideas