

## Manage Your Volunteer Base With Software

The complicated world of volunteer management can be made more manageable with the right software.

For instance, the Common Good Retired Senior Volunteer Program (RSVP) of Winona, MN, offers many opportunities to unite seniors with volunteer opportunities throughout 11 counties. Program Coordinator Deb Johnson-Schad manages two of those counties. Working in partnership with other area volunteer organizations, Johnson-Schad helps support numerous volunteer programs and 175 volunteers age 55 and older.

She says an invaluable tool in helping her do so is Volunteer Reporter software offered by Volunteer Software (Missoula, MT).

The program coordinator cites the software's following time-saving techniques:

- User-friendly software with technical support
- Custom report features and spreadsheet capabilities
- Sort options by volunteer interests, volunteer site, residence and more
- Opportunity to capture mileage and hours online with the Web Assistant feature
- Reports by month, quarter or year
- Ability to merge files and create mass mailings with labels, envelopes and letters

"The software allows me to enter the volunteer's interest areas, certain days they're available and it helps me to identify volunteers who are available for a particular need," says Johnson-Schad. "We can also enter if a volunteer is not available to volunteer at a particular time, which allows us to be respectful of the volunteer's needs."

Initial cost for Volunteer Reporter program is \$695, which includes many free features. More features are available at additional cost. To learn more, go to [www.volsoft.com](http://www.volsoft.com).

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