**Process Note: Proposed Data Base Creation for Udavum Ullangal**

The proposed Data Base may be created based on the following parameters:

* **Data Base Creation:**

1. **Master Donor Data Base (Individual and Corporate)**
2. Donor Data Base for Education (Sub set of 1)
3. Donor Data Base for Anandha Deepavali (Sub Set of 1)
4. Donor Data Base for Skill development ( Sub set of 1)
5. Donor Data Base for Students who have passed and got employment ( Sub set of 1)
6. Donor Data Base of Individuals/Corporates who donate for Provision Distribution ( Sub set of 1)
7. Donor Data Base for Equipment ( Sub set of 1)
8. Donor Data Base for Cancer Treatment ( Sub set of 1)
9. Donor Data Base for Palliative Care( Sub set of 1)
10. Donor Data Base for Construction of Cancer Hospital ( Sub set of 1)
11. Donor Data Base for Disaster Relief ( Sub set of 1)

* **Classification:**

1. Education
2. Cancer Screening
3. Skill Development
4. Cancer Treatment
5. Provision Distribution
6. Anandha Deepavali celebrations
7. Disaster Relief
8. Equipment
9. Palliative Care

The objective is to have a centralized data base and we can extract data based on classification.

* **Reference**: Name of the Trustees/Friends/Social Media/Direct have to be captured
* **Address/PAN Card/Aadhaar card details**

**Know your Donor Format:** Given below. This can be a printed form and then entered in Excel format which will form the basis of Data base creation and Reports.

**KNOW YOUR DONOR (KYD)**

**Month/Year/Sl.No: Date:**

**Name: Type:** Individual/Corporate

**Status**: Old/New

**Since**:

**Referred by:**

**Source: Social Media/Trustee/s/Direct:**

**Address:**

**Mobile no/s/Email id:**

**PAN Card No:**

**Aadhaar Card No:**

**Classification:**

Education/Cancer Screening/Skill Development//Provision Distribution/Ananda Deepavali/Disaster Relief/Equipment

**Donation Amount**:

**Cash/Bank Details**

**Contact Person Detail/s (For Corporates/Individuals)**

**Name:**

**Designation (in case of Corporates/Individuals) :**

**Mobile No: Email id: Alternate no:**

**Signature of Donor: Checked by:**

**Methodology of Collection of Data**

1. We already have separate data base of donors in various files.
2. The starting point would be our trustees. We would circulate an excel file and request them to fill it
3. The format would be as under:

Sl.No. Name of the Donor Address Mobile no

1. The whole objective is to capture all the donors that have been referred by our trustees /friends/references etc.