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| OutReach Event Information |
| 1. Event ID  2. Base Location  3. Beneficiary Name  4. Council Name  5. Event Name  6. Event Description  7. Event Date (DD-MM-YY)  8. Employee ID  9. Employee Name  10.Volunteer Hours  11.Travel Hours  12.Lives Impacted  13.Business Unit - Column M  14.Status  15.IIEP Category |

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| Outreach Events Summary |
| 1. Event ID  2. Month  3. Base Location  4. Beneficiary Name  5. Venue Address  6. Council Name  7. Project  8. Category  9. Event Name  10.Event Description  11.Event Date (DD-MM-YY)  12.Total no. of volunteers  13.Total Volunteer Hours  14.Total Travel Hours  15.Overall Volunteering Hours  16.Lives Impacted  17.Activity Type  18.Status  19.POC ID  20.POC Name  21.POC Contact Number |

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| Volunteer\_Enrollment Details\_Not\_Attend |
| Description : the details of ‘Volunteers Registered and did not participate’ |
| 1. EventId,  2. Event Name,  3. Beneficiary Name,  4. Base Location,  5. Event Date(DD-MM-YY),  6. EmployeeId |

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| Volunteer\_Enrollment Details\_Unregistered |
| Description : The details of ‘Registered and unregistered later’ |
| 1. EventId,  2. Event Name,  3. Beneficiary Name,  4. Base Location,  5. Event Date(DD-MM-YY),  6. EmployeeId |