



# TOUCH A LIFE FOUNDATION

Software Application

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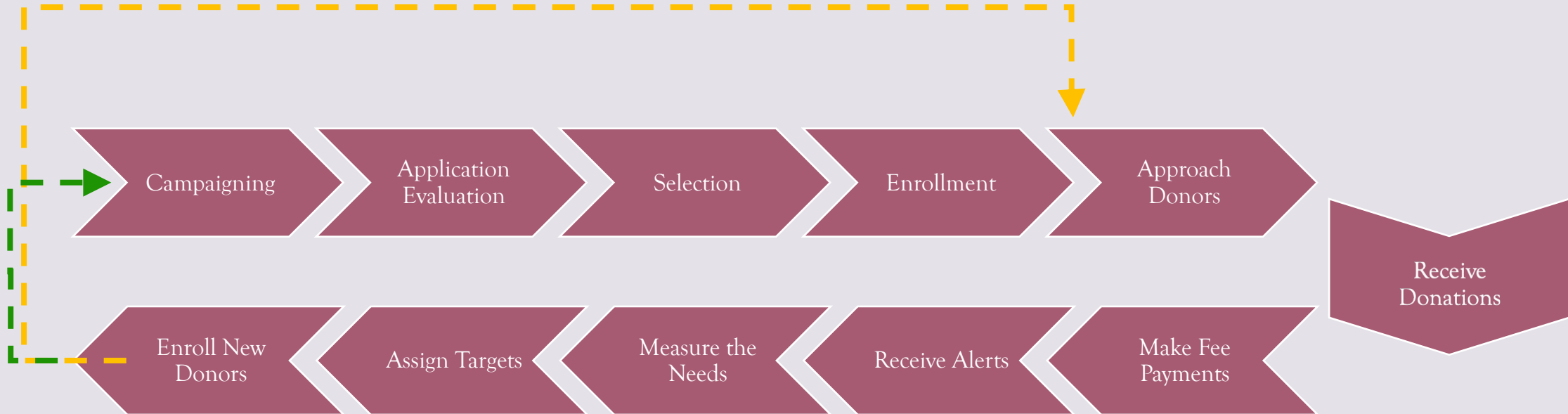
Process

Stake Holders

Stake Holder's Actions/Access

Q & A

# PROCESS





- Trustees
- Volunteers
- Students
- Donors
- Auditors/Accountants

# STAKE HOLDERS

There are five different stakeholders in the process and all of them will have access to this application.

Each of them will have different privileges to access the information using the application.

# STUDENTS

## All Students

- Register
- Apply for Scholarship

Students would be able to register through the link on the website OR through mobile app.  
Students would be able to apply for scholarship (Fill Application & Submit).

## Selected Students

- Volunteer Assigned
- Know Your Donor
- Send Fee Alert

Selected Students would be able to see the Volunteer details assigned and can be in touch with her for any doubts/needs.  
Student would be able to see their Donor details, if permitted.  
Student would be able to trigger Fee alert (Alert would be sent to Volunteer & Trustees).



# VOLUNTEERS



- Create Student Profile
- Maintain Fee Structure (Total Fee, No. of Terms, Fee per each Term)
- Configure Fee Alerts (Due Dates & Notice Period for Alerts)
- Track Your Target
- Create a Donor
- Enter Donation Details
- Print Donation Receipts
- Upload Fee Receipts
- Adopt a Child (Dedicated Donor)

Volunteer would be able to create Student Profiles for all the selected Students.

**Volunteers can maintain fee structure for each student, for example, total fee, term-1 fee, term-2 fee, term-3 fee etc.**

Volunteers can configure fee alerts by mentioning due dates and setting frequency for reminders.

Volunteer can track her target, and the tool will show the progress vs need.

Volunteer can create a Donor profile in the system.

Volunteer can enter the donation details.

Volunteer can print the donation receipts.

Volunteer can upload fee receipts into the system.

In special cases Volunteer can use Adopt A Child option to Assign a dedicated Donor for the child.



# TRUSTEES

- Create A Volunteer Profile
- Assign Volunteer to Student
- Set Volunteer A Target (Monthly/Quarterly/Yearly)
- Track Targets
- Monthly/Quarterly/Yearly Financial Need Report (Fee, Books & Tools, Hostel Fee & Others)
- Month wise Collections vs Required Report
- Volunteer Visibility Settings (What info Volunteers can see vs cannot)
- Donor Visibility Settings (What info Donors can see vs cannot)

Trustees can Create a Volunteer Profile in the system.

They can assign a Volunteer to Student.

They can set targets for each Volunteer.

They can reassign/change Volunteer.

They can track the targets of each Volunteer along with the progress.

They can run Financial needs Report which has options like Monthly/Quarterly/Yearly. This report would also give details student wise, study category wise.

It also gives the details of the financial needs category wise (Ex: School Fee, Books Cost, Educational Tools Cost, Hostel Fee, Uniform/Clothes Cost etc.)

Trustees will have access to “Month wise Collections vs Requirements Report”

Trustees can maintain the Visibility settings for the Volunteers so that, they can restrict the information that Volunteers can access.

Trustees can maintain the Donor Visibility settings.





# TRUSTEES

- Alert Settings for Volunteers
- Fee Paid vs Pending

Trustees can maintain Alert settings for Volunteers (Due Dates, Frequency for Reminders etc.)

Trustees will have access to “Fee Paid vs Pending” Report. This report will give an overview of all the students whose fee has been paid and whose fee is still due and total dues, total payments.



# DONORS

- Adopt a Child
- View Adopted Child Progress
- Pay Donation
- Donation Requirements

Donors can adopt a child

They can Pay an online donation

They can view the Child's Progress

They can see Donation Requirements





# AUDITORS

- Donations Collected Report
- Expenditure Report

# STUDENTS

- Fill Application
- First Name
- Last Name
- Middle Name
- Date Of Birth
- Father's Name
- Mother's Name
- Guardian's Name
- Head Of Family
- Income Source
- Monthly Income
- Members in Family
- No. of dependents
- Class
- School/Collage Name
- House Address
- School/College Address
- % of Marks