

Volunteer Tracker:

Concept: Client needs a program that allows him to match organization's volunteering needs with applicants':

- *skillset and interests*
- *Resume*
- *Photo*
- *online volunteer agreement with digital signature.*

*Description: Large non-profit conglomerate needs a program that will **interface the needs of the organization with an online volunteer application.***

Imagined function would be client "posting" of a job/task need. Applicants would be alerted and be able to respond and offer their time availability for said task/job

The applicant portion would include:

- *resume of qualifications*
- *photo*
- *special skills and interests*
- *basic availability*
- *any limitations (like transportation, no night-time driving, etc.)*

The client interface would should allow for:

- *real-time and on-going tracking*
- *confirmation of hours volunteered*
- *personal remarks ("X is difficult to work with/needs much direction")*

Leslie Blough (leslie@myphilanthropies.com)

Users

1. Admin
 - a. Leslie/us
2. Client
 - a. People posting events and taking applications
3. Volunteer
 - a. Signs up for events

QUESTIONS

1. Can you describe the problems you're currently facing associated with volunteer applications and tracking?
2. What would the ideal use case look like for someone trying to apply?
3. Do you want a website app?
4. Will this be a page of your existing website?
5. Is this program going to be more for internal use?
6. Who will be using this program?
7. How are people currently applying?
8. How would applicants be alerted?
 - a. (email, phone, number, mail, etc.)
9. Can you elaborate on real-time / on-going tracking for the client's interface?
10. Would repeat volunteers be required to submit separate forms each time they apply? Or would they have their own account that contains their information after applying the first time?
11. Where is the information going to be stored?