

# How does VCS Tracker help with reporting?

## VCS Tracker makes it simple to track of work done

All activities carried out with groups in the database and all 'one to one' emails sent using VCS Tracker are automatically recorded and included in the reporting process.

All bulk mailshots are also automatically saved but due to quantities they are not reported. Work

to create a bulk mailshot is recorded and will be included in activity reporting.

The database includes an activity reporting function, this can report any given period a list of activities carried out.

This can be filtered by Team, type of activity, staff member, district, analysis type and group.

## All activities are recorded

Group Details – Age Concern (Leicester)

Group Details | **Activities** | Areas | Contacts | Data | Directory | Finance | Focus | Notes | Social | Type | Custom

Date	Staff	Hours	Short Description	Group Contact
08/11/2011	Martin Randall	0.15	E-mail export for VAL eBriefing	Mrs G Soutar
02/11/2011	Joe Nosoe	0.30	New Volunteer role on Christmas Day	Ann Wallis
11/10/2011	Dave Woolman	0.15	Sent mailing for training course A243	Mrs G Holdsworth
11/10/2011	Dave Woolman	0.15	Exported e-mail addresses for eBriefing	Mrs G Holdsworth
11/10/2011	Kevan Liles	1.45	Visit to group advising about funding opps	Mrs G Holdsworth
11/10/2011	Kevan Liles	0.00	New Group Record Created	Mrs G Holdsworth
07/10/2011	Martin Randall	1.15	Meeting regarding the CYP Forum	

Show Mailshots

Staff Member: Dave Woolman

Service/Project: IT and Communications

Hours: 0 mins.

Short Description:

Start Date: 28/11/2011 Choose Date...

Activity Type: -- Choose One --

## Impress your funders

This is a section of one of our City reports all the data for this is taken from our database

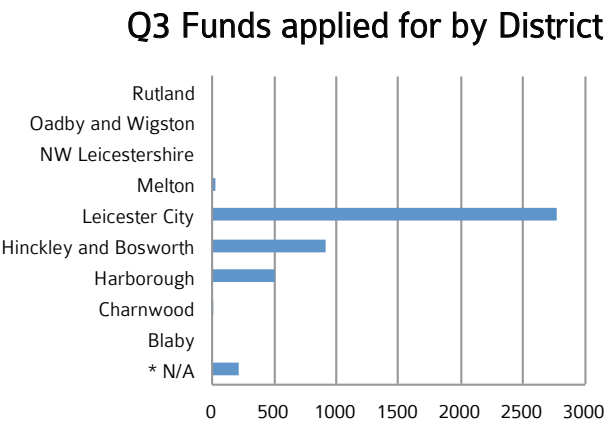
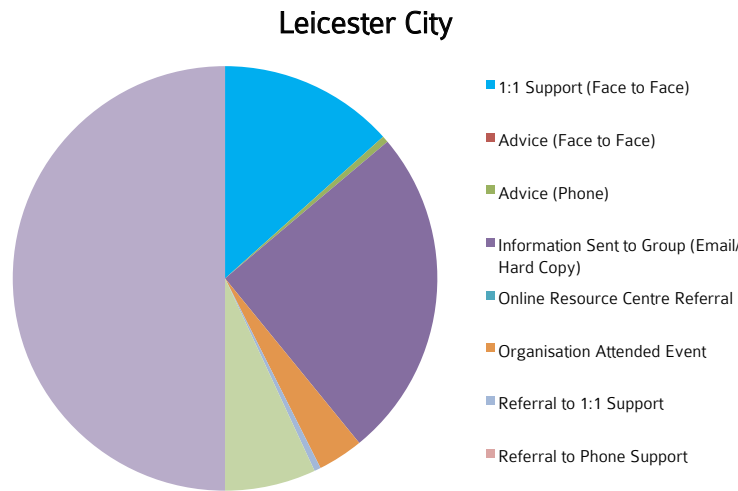
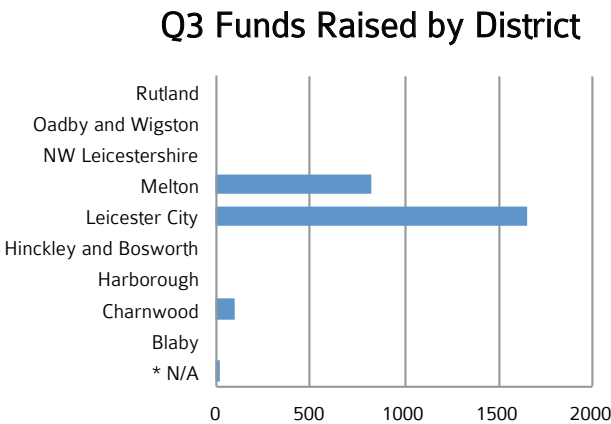
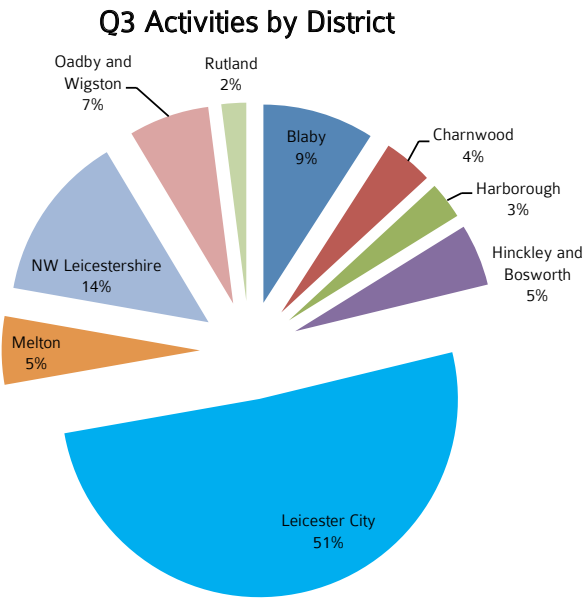
- **Work with Awarards**
  - Awarard wanted to step up their volunteer involvement by creating an interesting but well supported menu of volunteer opportunities. VNL staff supported Awarard and the result is four volunteer opportunities, properly supported within the charity, not offering a wide choice of volunteering.
- **2. Group Support**
  - Our advice and support to organisations has been focused around sustainability, fundraising and planning.
    - **78 face to face support sessions** have been provided for groups within the City
    - **102 advice sessions** over the phone were provided to groups
    - **Support provided has included:**
      - Fundraising advice and information
      - Good practice around volunteering
      - Governance and legal issues
      - Policies & Procedures
      - Commissioning
- **In total 177 City groups have been supported by VNL during the quarter.**
- **Below are comments from organisations, which have received long term one to one intensive support:**
  - *"I started commissioning (volunteers) and I've been successful in what I've done in order to develop (them) and also to put them through the processes of my stage or division"* **City Council**
  - *"We have been able to find 1 week groups that are doing really well and have helped me to expand my group in planning."* **Alms**
  - *"The development grant I received is progressing, well but I feel in the current economic state it is a challenge. Having said that, as a commissioned organisation that has had advice and been through the grant bidding in order."* **Charabanc**
- **Training:**
  - In this fourth quarter VNL ran 21 training sessions for 371 participants. Courses run included:
    - What is personalisation?
    - Running Effective Meetings
    - Managing with loss
    - Raising Volunteers
    - Financial Management
    - Training and Facilitation Skills
    - Thinking about funding?
    - How good is your business case?
- *"I got a good overview, good feedback, helpful and very clear answers."*
- *"Thank you for another excellent evening, filled with pointers and useful advice, working with other organisations."*
- *"This training course was excellent! I have learnt so many new skills including new in writing documents, which will be very useful."*
- **The training feedback this quarter showed 100% of participants agreeing: I have been able to use knowledge / skills to run my organisation more effectively.**
- **Examples of Groups Supported were:**
  - **Queen Elizabeth Trust** - Following VNL fundraising advice received £10,000 from Awards for All. to develop their membership database and website to provide information and advice to their community.
  - **East The New Forest Project** - VNL facilitated a planning session to help the group determine what to put in the strategy section and reviewed the Business Plan, providing detailed feedback about layout, structure, and policy outcomes. The manager, increased his skills as knowledge in developing a business plan as a result of the support, and had a clearer sense of direction for the organisation.
  - **Reverend The Church of St John** - This service needed help to help to recruit and to sustain, and that this problem was being created by a mixture of marketing and local authority system issues. VNL supported and co-ordinated a multi agency meeting and that these issues could be discussed to find positive ways forward that would lead to this service finding its customers. This has resulted in an increase in referrals, more service workers, increased email numbers and Parish Day Cards have been on-board a range of advice from VNL.

# Really understand what's happening in your sector

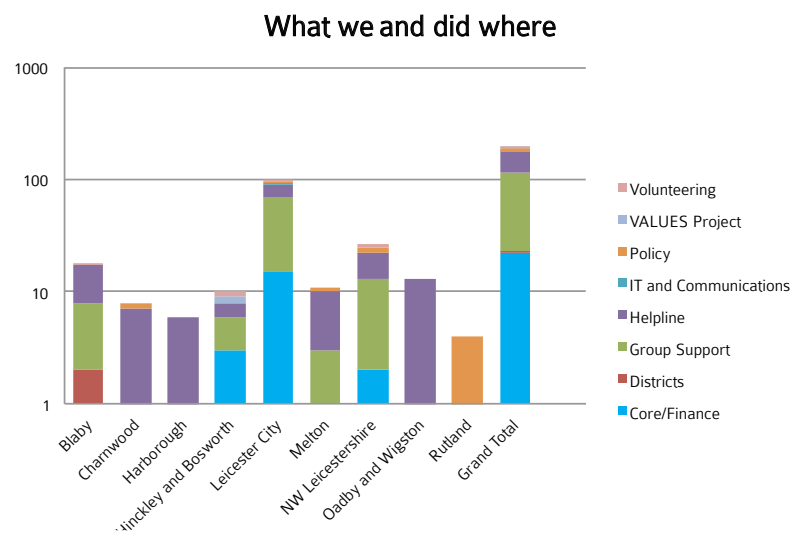
Analyse the work carried out in each district that you work with...

Detail the Funds raised and applied for as a result of your work with groups, either in total or by district/team...

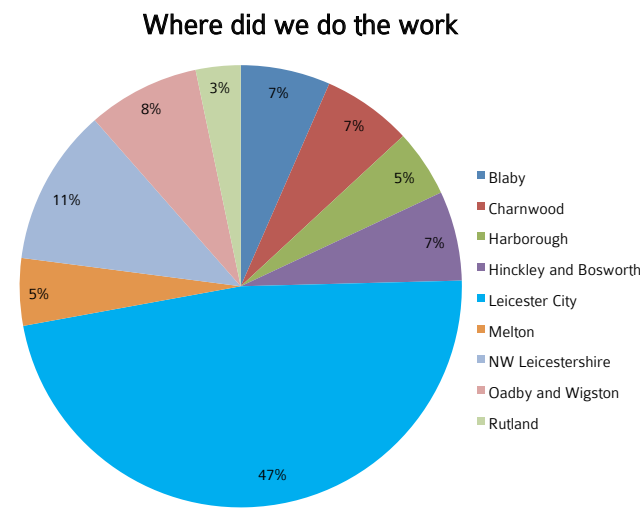
Or across all the regions you work with...



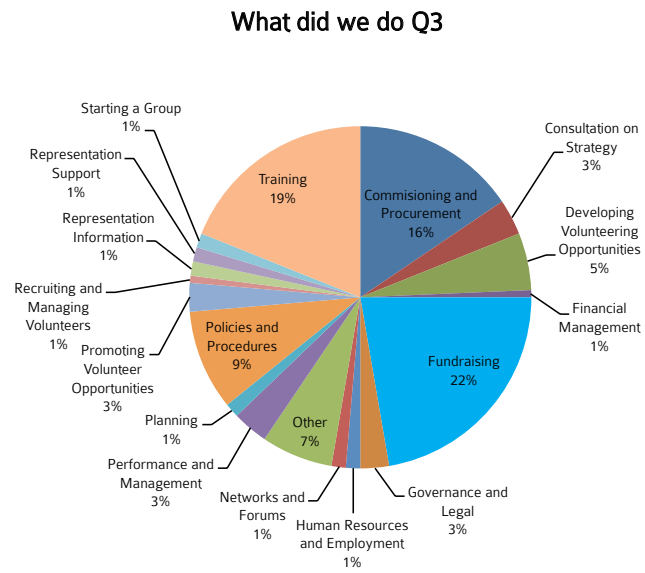
Or across all the regions you work with...



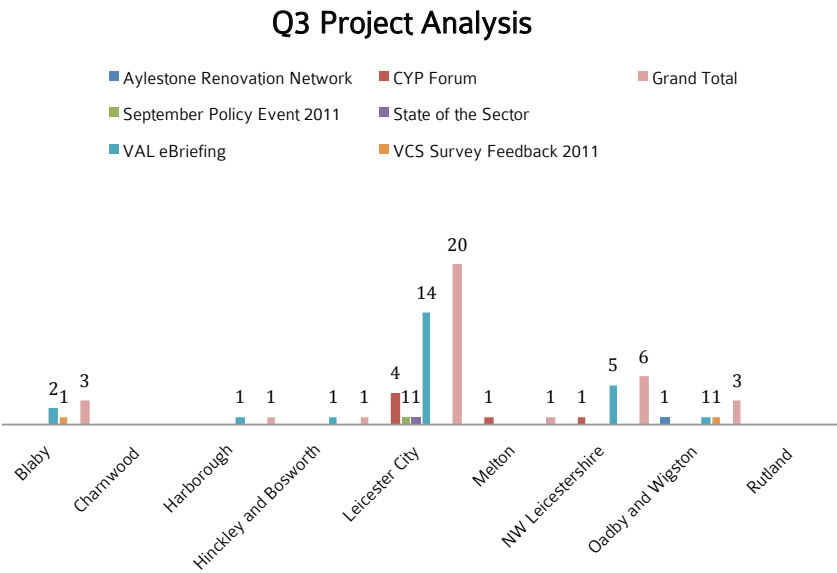
Detail how much work you have carried out in each region...



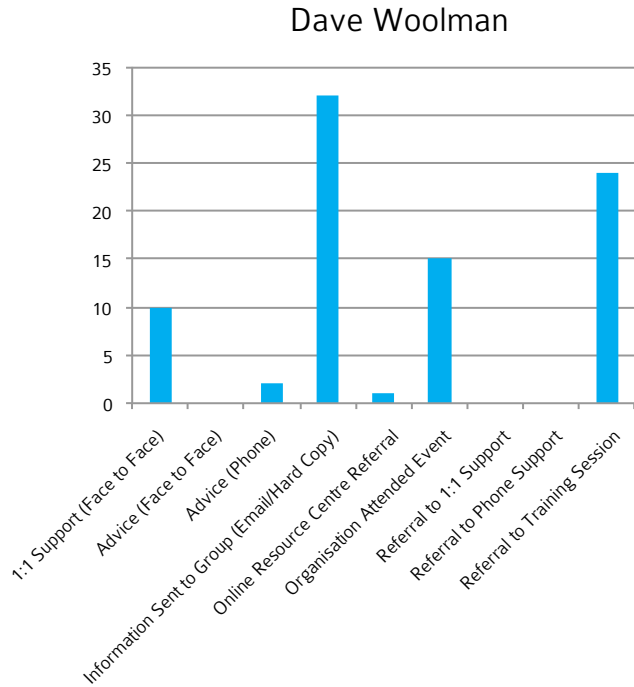
Report the breakdown of activities carried out...



Break down work on individual projects either for any given period or across the entire term of the project.



Report activities carried out by a single member of staff or all staff...



It is also possible to produce a list of all groups worked with during any given period...

Acacia Destiny C.I.C	Society	Families Ltd
Age Concern	Barwell Community	Coalville Community
Age Concern (Leicester)	House	Swimming Club
Age Concern (Oadby and Wigston)	Begonia Society (The)	Coalville Steam Trust
All Saints CofE Primary	Bevan Group Ltd	Community Projects
School PTA	Blaby Park Bowls Club	Corby VCS
Alma Voluntary Network	Blaby Park Runners Group	Dance-4-All
Animals In Need	Blaby Park Youth Club	Enderby Bowls Club
Aylestone Afterschool Club	Blaby Tennis Group	Fair Play Football Club
Aylestone Meadows	Books on Wheels	Wigston
Rambling Club	Canal Boat Restoration	Focus Counselling
Aylestone Model Railway	Society	Football Club (St Matthews Girls)
	CAPS	
	Centre for Fun and	

The Report Generator: Report activities carried out by a single member of staff or all staff

VCS Tracker's easy to use report generator enables you to produce reports using almost any field of group's record. These reports can then be saved for future use either by you or for anyone within the organisation.

So if someone asks you report funding for a specific group type delivering a particular service in a certain area...

If you needed to report funding over 5 years for a group in a particular area of service delivery...

If you need to list the groups with 'young people' as beneficiaries are located in a certain geographic area...

All the above can be created with a few simple intuitive commands in a matter of minutes and the finished report can be saved for use at any time in the future.

More information on the database can be found on the VCS Tracker website [www.vcstracker.co.uk](http://www.vcstracker.co.uk).

Report Builder

Fields to Report

Archived

Client Types List

Constituency

County

Date Created

Day Phone

District

E-Mail Address

☐ Append Previous 5 Years Income

☒ Replace Y/N Output With 1/0 For Statistical Analysis

Report for Financial Year: 2011-2012

Match ALL the following rules:

Field	Comparison	Value
District	Is Equal To	Leicester City

Plus ANY of the following rules:

Field	Comparison	Value
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Show Fields...

Remove Field

Clear Fields

Add Rule...

Remove Rule

Clear Rules

Add Rule...

Remove Rule

Clear Rules