

AARP Tax-Aide

Reports

2010

Volunteer Reports

Volunteer Management Information System (VMIS) Reports & Formats

Volunteers	PDF	Excel
Leadership Roster	YES	YES
All Volunteer Roster	YES	YES
Inactive Volunteers	YES	NO
Volunteer <i>Ad Hoc</i>	NO	YES
Start Year Validation	YES	YES

Site Reports

Volunteer Management Information System(VMIS) Reports & Formats

Sites		
Sites with Coordinators	YES	NO
Sites w/o Coordinators	YES	NO
Site Dump	NO	YES
Non-Approval	YES	YES

Site Activity Reports

VMIS – Reports & Formats

Site Activity Reports	PDF	Excel
National Flash Report	YES	NO
State/District/Local Flash	YES	NO
Site Activity National Report	YES	YES
Site Activity Dump Report	YES	OPTION
DC Non-Approval Report	YES	YES

Recruitment System Leadership Reports

What Questions Can Reports Answer?

- A sample of what recruitment system reports can be used for, especially for State/Split State level analysis:
 - Where can I find information on prospective volunteers statused as “Approve”, “Reject” or “On Hold”?
 - How many prospects have I received? How many have been approved for training? How many have been rejected?
 - Who and how many prospects are computer experts?
 - How are the new prospects hearing about the program?
 - What prospects have not yet been processed? Where are they?
 - What DC or area has received the most prospects?

What Information Can You Get?

- Information on every entry and action taken on the prospective volunteer application or in the recruitment system can be accessed through VMIS recruitment system reports
- Application information includes
 - Prospect identification and location
 - “About You” entries
 - “Additional Information” entries
 - Time stamps
- Workflow management
 - Status
 - Time stamps
 - Routing
 - Leader and location

Volunteer Management Information System(VMIS) Reports & Formats

- Preformatted Recruitment System Reports are available
- These reports were designed to provide specific information concerning prospective volunteer processes while also providing information in a flexible manner that can be customized at the local level
- 5 initial reports exist in VMIS

Recruitment Reports	PDF	Excel
Jeopardy Report	YES	YES
Source Report	YES	YES
System Entry Source	YES	YES
Awaiting Assignment	YES	YES
Recruitment System All Information "Dump" Report	YES	YES

Reports

Awaiting Assignment Report

- Lists all prospects, with complete information and totals by District Coordinator or Leader that have been approved to be scheduled for training
- Useful for getting numbers for training and to see how many potential volunteers you have and where you have them

Jeopardy Report

- Displays prospects and totals who have not yet been statused in the system, possibly indicating a delay or lack of contact
- Listed by number of days that have passed since the prospective volunteer application was submitted

Reports

Source Report

- Shows how prospects have answered the question about how the prospect learned about AARP Tax-Aide
- Useful for determining optimal vehicle for attracting future prospects

Volunteer Dump Report

- All inclusive data report especially useful for customized data mining
- Includes all categories on the prospect application, on the web form and all time stamps for each prospective volunteer and application
- Especially useful for staff analysis and status reporting

Volunteer Entry Report

- Totals prospective volunteers entered into the recruitment system by the system utilized to enter the information either from the Web, Local or VMIS
- Utilized mostly by the National Office to determine system utilization