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Together We Can is a collection of resources for organisations developing a service where volunteers support families of a child with a life-limiting or life-threatening condition. The resources were developed and tested specifically for this purpose with volunteers working in the homes of a child with a life-limiting condition, but might be useful for any organisation developing volunteer services.

**Example of report to keep track of volunteer support progress**

This document contains an example of an overview report that can be used to track progress in volunteer support services. This approach could be used on a quarterly or monthly basis.

This example was donated by The Rainbow Trust Children’s Charity for other services to adapt as they wish.

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| --- | --- |
| VOLUNTEERING DATA – ALL VOLUNTEERS | |
| Period covered: | |
| Number of volunteers recruited this month / quarter (enrolment and initial interview) |  |
| Number of volunteers inducted and fully trained this month / quarter |  |
| Number of volunteers for whom end of volunteering form has been completed this month / quarter |  |
| Number of volunteers whose files have been archived due to lack of contact/engagement this quarter |  |
| Total number of volunteers linked to this team at end of month / quarter |  |
| Number of volunteers who have been active this month / quarter |  |
| Number of families who had a volunteer this month / quarter |  |

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| --- | --- | --- | --- | --- | --- |
| MONITORING DATA – ALL VOLUNTEERS | | | | | |
| Number of male volunteers | | |  | | |
| Number of female volunteers | | |  | | |
| Number of volunteers aged | | | | | |
| 18-25 | 26 -3 4 | 35 - 44 | 45 – 54 | 55 -64 | 65+ |
|  |  |  |  |  |  |
| Ethnicity | | | | | |
| White | Mixed | Asian | Black | Chinese or other | Not stated |
|  |  |  |  |  |  |
| Volunteer has a disability | | | | | |
| Yes | | |  | | |
| No | | |  | | |

|  |  |
| --- | --- |
| FAMILY PLACEMENTS | |
| Number of families referred for a volunteer this month / quarter |  |
| Number of families who had an introductory visit from a volunteer this month / quarter |  |
| Number of families who received volunteer support this month / quarter |  |
| Number of families waiting for a first time volunteer at end of month / quarter |  |
| Average waiting time in weeks for first time families this month / quarter |  |
| Number of families are waiting for a subsequent volunteer |  |
| VOLUNTEER PLACEMENTS | |
| Number of volunteers currently matched and active at end of month / quarter |  |
| Number of volunteers waiting for a first placement |  |
| Average waiting time in weeks these first time volunteers |  |
| Number of volunteers are waiting for a subsequent placement at end of month / quarter |  |
| PLACEMENT REVIEWS | |
| Number of placement reviews carried out with families this quarter |  |
| Number of placement reviews carried out with volunteers this quarter |  |
| Case study for quarter |  |
| Key points from review feedback from families | |
| Key points from review feedback from volunteers | |

|  |  |
| --- | --- |
| ALL VOLUNTEERING HOURS THIS QUARTER | |
| Volunteer activity | Total Number of hours over the Quarter |
| Travel time |  |
| Travel with family |  |
| Supervision |  |
| Volunteer meeting |  |
| Placement visit |  |
| Sibling support |  |
| Shopping |  |
| Housework |  |
| Pet care/dog walking |  |
| Painting & decorating |  |
| DIY |  |
| Gardening |  |
| Respite support |  |
| Support to get out and about |  |
| Other |  |
| Group support |  |
| Ambassador |  |
| Events |  |
| Admin |  |
| TOTAL |  |

Costs for the month / quarter (including extra resources/materials)

|  |  |
| --- | --- |
| VOLUNTEER COSTS FOR QUARTER | |
| Salaries |  |
| Venue costs |  |
| Total travel costs paid through expenses |  |
| Additional costs such as extra resources/materials to support volunteers –list below |  |
| TOTAL COSTS | £ |