

Volunteer Data to Support Recruitment

VSys One – Fall 2023

Recruitment & First Contact

Marketing – Audience – Role Descriptions – Set & meet expectations – Clear, consistent communication

- Job Descriptions (<https://www.vsysone.com/pages/webinars>)
- Letter Templates - “form letter” replies (<https://www.vsysone.com/pages/webinars>)
- Notifications – automatic replies

Data of Drop-Offs

Apply vs Start – Red flag drop off points – VMS Data

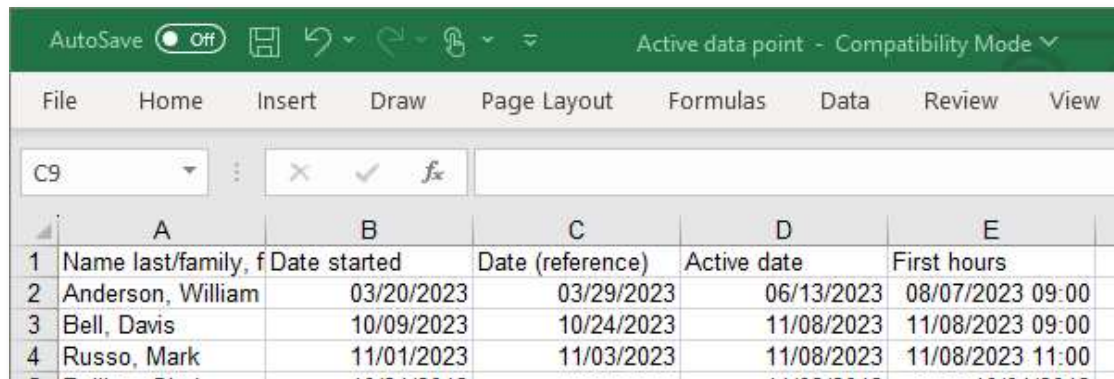
Product vocabulary:

- **VSys Live** is our premium volunteer interface which gives your volunteers access to online applications; job/training signup and self-cancellation; real-time schedules and calendars; hours entry; and messaging. Think of it as a portal for your volunteers to self-manage.
- **VSys Web** is a complimentary option included with your annual support and maintenance. VSys Web allows you to accept volunteer applications online, then download and process those applications in VSys.

Monthly Applications Report (VSys Live, VSys Web Advanced/PDF report)

Monthly Applications Report			
Application Type: Full Application - Dynamic			
APPLICANT NAME	ACTIVE STATUS	APPLICATION STATUS	SUBMISSION DATE
Bergin, Melissa Test	Active	Approved	05/01/2023
Demo, Allina	Active	Approved	05/01/2023
			Subtotal: 2
Application Type: New Volunteer Application (simple 2 with team selection)			
APPLICANT NAME	ACTIVE STATUS	APPLICATION STATUS	SUBMISSION DATE
Lewis, Nick	Active	Approved	08/17/2023
			Subtotal: 1
Application Type: Update Profile			
APPLICANT NAME	ACTIVE STATUS	APPLICATION STATUS	SUBMISSION DATE
Smith, Darlene	Active	Ignored	10/19/2023
Smith, Darlene	Active	Ignored	04/28/2023
Smith, Darlene	Active	Ignored	04/28/2023
Smith, Darlene	Active	Ignored	09/06/2023
			Subtotal: 4

Advanced Export (Excel file)



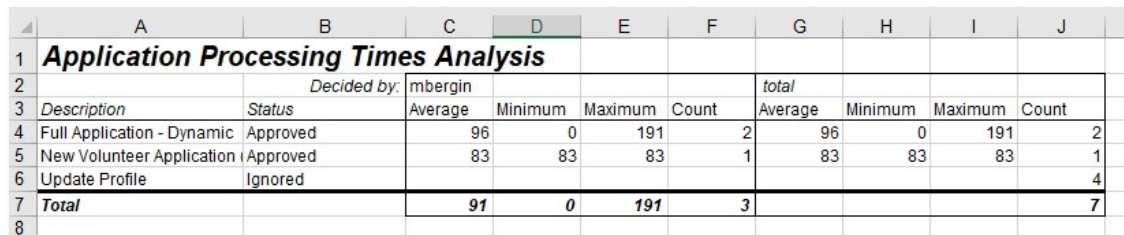
	A	B	C	D	E
1	Name last/family, f	Date started	Date (reference)	Active date	First hours
2	Anderson, William	03/20/2023	03/29/2023	06/13/2023	08/07/2023 09:00
3	Bell, Davis	10/09/2023	10/24/2023	11/08/2023	11/08/2023 09:00
4	Russo, Mark	11/01/2023	11/03/2023	11/08/2023	11/08/2023 11:00

Application Processing Times (details) (V Sys Live /PDF report)



Name	Description	Application date	Status	Approved	# days	By	Rejected	# days	By
Adams, David B	Update Profile	06/01/2021	Approved						
Bergin, Melissa Test	Full Application - Dynamic	05/01/2023	Approved	11/08/2023	191	mbergin			
Demo, Allina	Full Application - Dynamic	05/01/2023	Approved	05/01/2023	0	mbergin			
Lewis, Nick	New Volunteer Application (simple	08/17/2023	Approved	11/08/2023	83	mbergin			
Russo, Mark Test	Web V Sys Web Registration Form	08/11/2021	Approved						

Application Processing Times Analysis (V Sys Live/Summary-crosstab report (Excel))



	A	B	C	D	E	F	G	H	I	J
1	Application Processing Times Analysis									
2		Decided by:	mbergin				total			
3	Description	Status	Average	Minimum	Maximum	Count	Average	Minimum	Maximum	Count
4	Full Application - Dynamic	Approved	96	0	191	2	96	0	191	2
5	New Volunteer Application (Approved	83	83	83	1	83	83	83	1
6	Update Profile	Ignored								4
7	Total		91	0	191	3				7
8										

Monthly Eligibility/checklist report (V Sys Live, V Sys Web Advanced/PDF report)



Dog Therapy Requirement		New Volunteer Checklist	
NAME	PERCENTAGE	NAME	PERCENTAGE
Adams, David B	0 %	Platt, William	0 %
Corbett, Michael R	0 %	Ranyolds, Jill	30 %
Galloway, Belinda T	0 %	Russo, Mark J	30 %
Heath, Jackson	0 %	Russo, Mark Test	0 %
Jones, Patrick J	0 %	Salmon, Michelle W	30 %
Smith, Beth K	0 %	Smith, Darlene	70 %
Smith, Darlene	0 %	Smith, Darlene	30 %

Program statistics – Gains/losses and Application forms (VSys Live, VSys Web Advanced/PDF report)

Program statistics report		Page 1 of 1
01/01/2023 - 12/31/2023		11/08/2023 12:19PM
Application forms		Count
Full Application - Dynamic	2	
Approved	2	
New Volunteer Application (simple 2 with team selection)	1	
Approved	1	
Update Profile	4	
Ignored	4	
Gains/Losses		Count
Gain	10	
"Date started"	7	
First assignment	4	
First hours	6	
Loss	8	
Inactive (all reasons)	7	
Inactive (No longer available)	1	
Inactive (Resigned)	1	
Leave of absence (all reasons)	1	
Leave of absence (Medical)	1	

VSI & Surveys: If you don't ask you don't know

Recruitment/where? – Exit Interviews – Onboarding & training feedback – Needs assessment

Volunteer Source (PDF report)

Volunteer Source Hours Summary							
01/01/2023 - (n/a)							
	Count	Hours	Bonus hours	Value	Miles	Volunteers	Full-time equivalents
(n/a)	9,062	34,817.64	0.00	\$993,694.11	8	224	0.00
Billboard	121	273.00	0.00	\$7,791.42	0	1	0.00
Employer	421	4,088.01	0.00	\$88,724.32	0	1	0.00
Friend	92	276.00	0.00	\$7,877.04	0	1	0.00
Other	1	2.00	0.00	\$57.08	0	1	0.00
Walk-up	61	305.00	0.00	\$8,704.70	0	1	0.00
GRAND TOTAL:	9,758	39,761.65	0.00	\$1,086,848.67	8	229	23.26

Survey Summary Report (VSys Kiosk, VSys Live Kiosk, VSys Live/Summary-crosstab report (Excel))

	A	B	C	D	E	F
1	Summary report					
2			*Year:	2010	2013	total
3	Survey	Question	Answer	Responses	Responses	Responses
4	Preference	What types of patients are you m	Adults	1		1
5			Children	1		1
6			Teens		2	2
7			Subtotal for What types of p	2	2	4
8		Why do you volunteer?	Contact with clients		1	1
9			Have you met my family?!	1		1
10			Skills development	1	1	2
11			Subtotal for Why do you vol	2	2	4
12		Subtotal for Preferences		4	4	8