

What Works

A complimentary Newsletter from CareWorks Software

ASSIGNMENTS vs. TIMESHEETS

There seems to still be some confusion about Assignments in CareWorks and how they are used. I find that the best way to think of them is by going back to elementary school and remembering when the teacher gave an “assignment”. It was a task that was meant to be done, but it didn’t mean that the task had necessarily been completed.

TIMESHEETS, on the other hand, are designed to reflect work that has definitely been completed.

So, some groups use the Assignment portion of CareWorks to keep track of which Volunteers are “assigned” to do a task for which Receivers. Once the task has been completed, that information is entered into the Timesheets. (Is this automated in CareWorks? No, it’s not at the present time.)

At any rate, the Timesheets are extremely important. The services that have been rendered by your program justify your existence. Your Board of Directors and Grantors want to know exactly what services were provided and what types of recipients benefitted from those services.

Do you primarily provide Transportation? If so, maybe you need to break down the specific places that Receivers are driven to. Doctor’s visits? Church services? Grocery shopping?

By getting more specific information about the population you serve and what services are provided by your Volunteers, you will be able to write grants and give reports to your Board that are meaningful and pertinent.

In the end, it’s important to know that some programs do not make use of the Assignment feature in CareWorks. Instead, they may have a scheduling calendar that works for them. By the same token, hopefully ALL programs use the TIMESHEETS so that they can accurately realize the mission they are trying to accomplish. The Profile Report is the best indicator of this!

FUNDRAISING IDEAS

Spring always offers up a multitude of possibilities for fund-raising! Everyone is anxious to be outside, so you can organize a bike-a-thon, a walk-a-thon or a 5k run. Once you get sponsors for the participants and local merchants to donate food items or set up booths, you can potentially make a lot of money on this event.



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Highlighted News

- Assignments vs. Timesheets
- Fundraising Ideas