

What Works

A complimentary Newsletter from CareWorks Software

JEANETTE WOJCIK— “CareWorks Ambassador”

Jeanette is not on our payroll, but she continually tells people how valuable she finds CareWorks. We would like to share with you an email that she recently sent to a Faith in Action Program Director:

Let me tell you about some of the ways I use CareWorks.

Volunteers -- The software tracks interests, assignments and demographic information for volunteers. You can use it to prioritize assignments and track services provided by individual volunteers.

Receivers -- Again, there is demographic tracking. You can pull up a file and see which volunteers have helped a particular care receiver for either one-time assignments or long-term assignments. The software also allows you to record emergency contacts, medical conditions, referral sources and a long list of other information.

Congregations -- When we started using CareWorks I took time to enter every congregation (about 350) in the area we served. Now I can report to congregations regarding the number of hours of service provided to their members. That's been a good tool in getting congregations involved.

Community -- We use this to keep track of all the people who support our program (or whom we would like to have supporting us). Anytime someone does something like attend a fund raising event, their name goes in this section.

Donors -- Every section (volunteers, receivers, congregations, community) has a place for you to record donations. You can easily see a donor's pattern of giving over the years.

Classifications -- You can customize this for your needs. We have classifications for those who get our direct mail appeal letter, who participate in our annual triathlon and lots of other groups. Our services coordinator has classified "volunteers without email" so she can print mailing labels to send our monthly Volunteer Notes. Those with email get it that way. You could create a classification for your Board or any other group you might want to contact.

CareWorks will generate over 100 different reports. We prepare a list of receivers with birthdays each month and a volunteer sends out birthday cards. There is a report that will allow you to track when you need drivers license or insurance update from volunteers. There are lots of different ways to get the hours of service and the number of times a service is performed (by individuals, congregations, totals, etc.). You can do a profile report that will give you the demographic information (age, gender, etc.). It will also tell you how many new receivers and volunteers you've had in a given time period.

You can print mailing labels for any group (volunteers, receivers, congregations, community). We use this to prepare our quarterly newsletter that goes to 4,700 individuals. You can also do a mail merge and/or print labels for an classification group.

I really do encourage you to contact Shirley and take a look at the software. She also provides great tech support. You may want to talk with her about helping you convert your current data into CareWorks. There may be a charge for that but it would save you a lot of time with data entry.

I put together a guide for my office staff (paid and volunteer) who do the data entry so that we can be consistent.

Highlighted News

- Jeanette Wojcik—
“CareWorks Ambassador”

