# QAPI report #1

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Engagement – Volunteer Hours | Current Month | Prior Month | Past Prior Month |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| **Monthly Totals** |  |  |  |

**Instructions:** Enter total volunteer hours by day over the month. Look for trends in total monthly hours and significant variations in the days month over month.

**Root Cause Analysis/Discussion** (identify trends and discuss causes/intervention actions)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# QAPI report #2

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Engagement – Intergenerational Volunteer Hours | Current Month | Prior Month | Past Prior Month |
| Weekdays – Age up to 18 |  |  |  |
| Weekdays – Ages 19-39 (young adult) |  |  |  |
| Weekdays – Ages 40-64 (adult) |  |  |  |
| Weekdays – over 65 (senior) |  |  |  |
| Weekends – Age up to 18 |  |  |  |
| Weekends – Ages 19-39 (young adult) |  |  |  |
| Weekends – Ages 40-64 (adult) |  |  |  |
| Weekends – over 65 (senior) |  |  |  |
| **Total Hours – Youth** |  |  |  |
| **Total Hours – Adult** |  |  |  |
| **Total Hours – Senior** |  |  |  |

**Instructions:** Enter total volunteer hours on weekdays and weekends represented by each age group over the month. Look for trends in total monthly hours and significant variations in the volunteer hours of each category month over month.

**Root Cause Analysis/Discussion** (identify trends and discuss causes/intervention actions)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# QAPI report #3

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Engagement – Volunteer Activity Hours | Current Month | Prior Month | Past Prior Month |
| Birthday Party |  |  |  |
| Religious Services |  |  |  |
| 1:1 Visit |  |  |  |
| Cooking |  |  |  |
| Animal |  |  |  |
| Arts |  |  |  |
| Book Club |  |  |  |
| **Monthly Totals** |  |  |  |

**Instructions:** Enter total volunteer hours by activity over the month. Look for trends in monthly totals of hours and as well as variations in the activity hours month over month.

**Root Cause Analysis/Discussion** (identify trends and discuss causes/intervention actions)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# QAPI report #4

|  |  |  |  |
| --- | --- | --- | --- |
| Volunteer Engagement – Volunteer Recruitment Efforts | Current Month | Prior Month | Past Prior Month |
| Number of Flyers. Include flyers distributed, posted, or maintained in public areas. |  |  |  |
| Outreach efforts to community organizations (e.g. local churches, schools, clubs) that may have volunteers. List # of calls / emails / visits. |  |  |  |
| Posts to online volunteering boards (e.g. VolunteerMatch.org, AllforGood.org). Include new posts or any active posts online. |  |  |  |
| Announcements made to staff or current volunteers about need for additional volunteers. |  |  |  |
| Community events attended |  |  |  |
| Other (describe):  |  |  |  |
| **Monthly Totals** |  |  |  |

**Instructions:** Enter volunteer recruitment efforts in each area over the month. Look for trends in total recruitment efforts and variations in the different recruitment types month over month.

**Root Cause Analysis/Discussion** (identify trends and discuss causes/intervention actions)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action plan:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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