

School-Force Critical Need Volunteer
Projects - updated 10/14

Project	Tasks	Estimated Hours	Timing
Donation Corporate Matching	Process match applications and track pending match requests, follow up on inquiries Data entry, thank you letters Detail-oriented	1-3 hours/week	Ongoing
Decal distribution	Assist with mailings (envelope stuffing) Multiple volunteers needed	4-6 hours per project (divided among volunteers)	Once monthly
Webmaster	Update School-Force Website Comfortable with Wordpress platform, HTML coding	1 hr/week average (rarely more for updates)	Ongoing plus quarterly updates
Training Development	Design, research, and draft training manuals Training class presentatians Training test scripts	5-10 or 10-20 hours per project (projects done over several months)	Oct 2014 – January 2015
Data Entry	Annual pledge drive, Reading Power! Input pledges into Excel and/or Salesforce Multiple volunteers needed	1-5-10 hours per project – up to volunteer (divided among volunteers)	November, February
Donor Support	Examine two monthly reports Identify expiring credit cards and ending monthly donations Email reminders to those donors	2-4 hours/month	Ongoing