

APPENDIX FOUR: MBA VOLUNTEER PREPARATION AND ASSIGNMENT SPREADSHEET

<u>Name Organization City</u>	<u>Contact Information</u>	<u>Arrive ETA Depart</u>	<u>Volunteer(s)</u>				<u>Donation(s)</u>			<u>Notes</u>
			<u>Crew size/Type</u>	<u>Lodging Assigned</u>	<u>Work Site Assigned</u>	<u>Needs</u>	<u>Amount/Type</u>	<u>Store</u>	<u>Ship Direct</u>	
Sample Name		Arrive Date								A- (A=Active) Notes Coordinator's Initials Date last updated
Church/Org.	Cell: 555-555-5555 Home: 777-777-7777	Arrive Time	VUNT- 5-8 men for sheet rock finishing and roofing.	Church name	church name	NLODG- assigned	DNONE-			
City, State	email: name@domain.com	Depart Date								
Sample Name		Arrive Date								
Church/Org.	Cell: 555-555-5555 Home: 777-777-7777	Arrive Time	VTRN- 15 men SBC- Trained in Chainsaw		1) Fallen Tree Baptist Church	NLODG- Church 1? Church 2? Church 3?	DNONE-			A- secure lodging, call to assign, DB 4/19
City, State	email: name@domain.com	Depart Date			2) Call-in list					
Sample Name		Arrive Date								
Church/Org.	Cell: 555-555-5555 Home: 777-777-7777	Arrive Time					DSUPL- 15' Trailer of baby supplies, chainsaws, canned food, and water			A- Call to Assign, DB 4/19
City, State	email: name@domain.com	Depart Date	VNONE-			NNONE-		Warehouse		
John Doe										
Hillgrove B.C.	Cell: xxx-xxx-xxxx home: xxx-xxx-xxxx church xxx-xxx-xxxx	9/20/06 12:00 PM	VUNT- Campers on Mission couple: general repairs, plumber, siding, sheetrock, etc.				DFOOD- 10 grocery bags of canned food			
Huntsville, AL	hillgrove@emailus.org	9/25/06		RV	Grand Bay	NNONE- RV			Grand Bay	A- Assigned, DB 4/18
Jane Doe										
n/a	Cell: xxx-xxx-xxxx home: xxx-xxx-xxxx church xxx-xxx-xxxx	9/25/06 8:00 AM	VUNT- #? Men and women for general cleanup, will bring own equipment			NLODG- Church A if 10 or less vol's, Church B if 11-25 vol's	DNONE-			P- (P= Pending) Jane will call back with # of Vol's, CD 4/18
New York, NY	Jane@Doe.com	9/27/06								
Jimmy Doe										
People who Help	Cell: xxx-xxx-xxxx home: xxx-xxx-xxxx church xxx-xxx-xxxx	4/8/06	VUNT- 3 men, 1 woman for cleanup, distribution	Sage Ave	Sage Ave	NLODG- assigned	DNONE-			C- (C= Complete), Departed, DB 4/13
Nashville, TN	DoeBoy@yahoo.com	4/13/06								