

# Google Apps Tips for Streamlined Volunteer Management

This guide assumes a basic familiarity with the standard features of the Google Suite, including sending Gmail and GoogleDrive. If you are not familiar, there are abundant online tutorials. Including direct from google: <https://support.google.com>

This guide includes more advanced or less common features, focused on improving the efficiency of your volunteer management.

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## Gmail Templates

Any email you send more than occasionally can be converted to a template, my favorite underappreciated Gmail feature.

### Potential templates:

- Thanks for your interest, here's how to get involved ...
- Please complete our application ...
- Dear new volunteer, welcome aboard!
- Please complete your timesheet/hours report/annual training

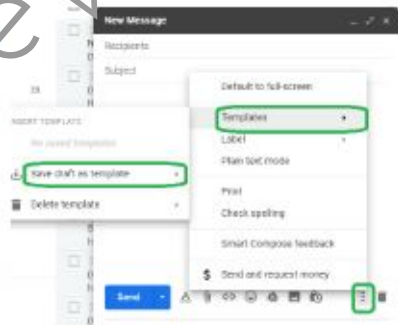
### Turn on Templates Feature:

In Gmail, click the **gear icon**, select **'Settings'** then **'Advanced'**. Scroll down to **'Templates'** and click **'Enable'**. At the bottom, click the **'Save Changes'** button and wait as gmail reloads.

### Create Templates:

Open a new message and type your content. Leave blanks or placeholders for fields that change frequently (name, date, etc.). Delete any signature or footer information that gets added (otherwise a second/duplicate version will be added when you send the email).

Click on the **3 dot icon** at the bottom of the compose screen (bottom left, next to the trash can). Select **'Templates'**, then **'Save draft as template'**, then **'Save as New Template'**. Give it a name.



**Note:** When you use this template, this name will auto-populate as the email subject.

### Using Templates:

but keeps your data more consistent. Depending on how much you will analyze the data in this field, either may be appropriate/preferred.

Click 'Save'

This dropdown can be extended by copy/paste or by dragging the autofill rectangle

### Color Coding with Conditional Formatting

Select the cells where you would like to apply the conditional formatting.

Click 'Format' menu, then select 'Conditional formatting'

In the window opens, select the format rule. There are many options. One route is to select 'Text is Exactly', and in the field below type `=S[Column letter]S[Row number]` (That is, the letter/number name of the cell with a dollar sign before each.

Format rules

Format cells with:

Text is exactly

=SRS4

Formatting style

Default

Cancel Done

Role 1  
Role 2  
Role 3  
Role 4  
Role 5

Priority  
High Priority  
Medium Priority  
Low Priority  
All Set

to separate it from the range, then **quotation marks** to enclose it. The core of the test is = (or <> for numerical values) and then the text or number to compare it to.

For example, a cell might count high priority cells with `=COUNTIF(C2:F25, "High Priority")`

A cell might count volunteers who have not begun volunteering with `=COUNTIF(D1:D100, "<1")`, assuming that D column contains the number of hours/days/shifts volunteers.

#### Wildcards:

Enclosing a criteria in **asterisk** (e.g. '\*CRITERIA\*'), searches for any value that contains the criteria, not only an exact match. This might be `"*priority"` to count both high and medium priority placements.

People	Training Session	Days Completed
Joe	Morning	0
Maria	Tuesday	2
Kate	Tuesday	0
Nancy	Monday	0
Alex		0

#### Sample Sheets

Copy, edit and use to support your program!

[Volunteer Needs & Schedules](#)  
[Volunteer List](#)

## Sample Volunteer Application

Thank you for your interest in volunteering with our organization! Our volunteers [[description of roles/contributions]] to support our students and our mission.

Please complete the form below. If you have any questions or concerns, please contact [[Volunteer Coordinator]] and [[contact info]].

We'll get back to you [[description of timeline/next steps - e.g. 'in a few days' or 'once we've reviewed your file']].

\* Required

Name \*

Your answer

Phone number \*

Your answer

Email \*

Your answer

Address \*

Your answer

City/Town \*

Your answer

State \*

Your answer

Zip \*

## Training Registration

Our new training is coming up soon! This training will provide information on [[support your work by]] connections].

It is required/optional for volunteers. A reminder, our volunteer training policy is [[by seasons]].

Please select your sessions below.

Volunteer Training on [[topic]]

- Session 1 (Date/Time)
- Session 2 (Date/Time)
- Session 3 (Date/Time)

### Training Info

Our training will take place at [[location]]. Parking is available [[at meters, in garage, in lot]].

The training will take [[hours]] and will include a break. We will provide [[food, beverages, etc.]] please bring [[pen and paper, snacks etc.]].

If you have any questions, please contact [[name/phone/email]].

Submit

## Volunteer Hours Reporting Form

Dear Volunteer,

Thank you for all of your help with [[project or organization]]. We couldn't do it without you.

Please report your time below, so that we can track and document your contribution. We use this data to [[apply for grants, show the importance of the volunteer program, track our impact etc.]].

\* Required

Name \*

Your answer

Volunteer Placement (e.g. front desk, outreach, teacher X's class) \*

Your answer

Date 1

Date

mm/dd/yyyy

Hours on Date 1

Your answer

Date 2

Date

mm/dd/yyyy

Hours on Date 2

Your answer



Preview

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I love partnering with other educators to strengthen their practice and exchange ideas. Please contact me if you think we can work together! [mathacognitive@gmail.com](mailto:mathacognitive@gmail.com), [mathacognitive.com/coaching-consulting/](http://mathacognitive.com/coaching-consulting/)

**One on one coaching.** We'll meet over Skype, unless you're local and we meet over coffee.

- **Content brush up:** on HiSET/GED math, for multi-subject adult education teachers
- **Brain-friendly math teaching.** Incorporating brain based learning, neuroscience and the science of learning into math classes
- **Teacher productivity.** There aren't enough hours in the day ... or the ABE teacher contract. Get organized to make the most of the time you have.
- **Level up your Lesson:** A deep dive on a lesson or unit plan.

**Training and Professional Development:** I love talking teaching, learning and math with other teachers. Check out some [workshop descriptions](#) or contact me to craft something custom.

- **Brain based learning:** An overview of the science of learning and research backed practices to help students succeed
- **Teaching about Learning:** Share the science of learning and help your students become stronger, more self-directed learners
- **Balance and Self-Care for ABE Teachers.** Maintain your boundaries and your energy to bring your best self to the classroom.
- **Managing Math Anxiety:** Classroom practices to help math anxious

### Adult Education Program Consulting

- **EFL, MSG, HSE, LACES, LMNOP...** I speak data ...and spreadsheets. Attendance and assessment tracking systems to help you monitor enrollment and MSG targets. (Massachusetts DESE funded programs)
- **Free labor isn't free.** Efficient volunteer management systems for busy programs.
- **Systems Tune Up:** That thing you do, that's good, but clunky? Let's make it more efficient.



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