

CHARIS Management and Processing System (CHAMPS)

Events and Volunteer Management System

7 November 2020



- Using Salesforce as platform for the system CHAMPS is an omnibus system which can automate, consolidate and integrate all the key processes within the organization into one system
 - Donation Management
 - Grants Management
 - Volunteer Management
 - Events Management
- Centralized place to store all Volunteers and Event Participants data, promote events to relevant personnel and keep track of event's progress.

Volunteer Management System

Volunteer Management System (VMS)

- VMS allows the Organization to keep track of the status of all volunteers and basic data as follow:
 - Recent Event Participation
 - Emergency Contact
 - Availability
 - Interests and Skillsets
 - Certifications
 - Volunteer hours

Seamless Registration

- Potential Volunteers can make use of an online form to submit their particulars and express their interest in being a volunteer.
- Particulars submitted by volunteers through the online form will be automatically stored into the system for follow-up processing.

JOIN THE CHARIS FAMILY

> Volunteer Registration

* Email Address
Your Email

* Full Name
First Name: Last Name:

* Contact Number
Your Number

* Date of Birth
dd / mm / yyyy

* Gender
☐ Male
☐ Female

Address
Address
City
-- select Country --
Postal Code

* Parish
-- select --

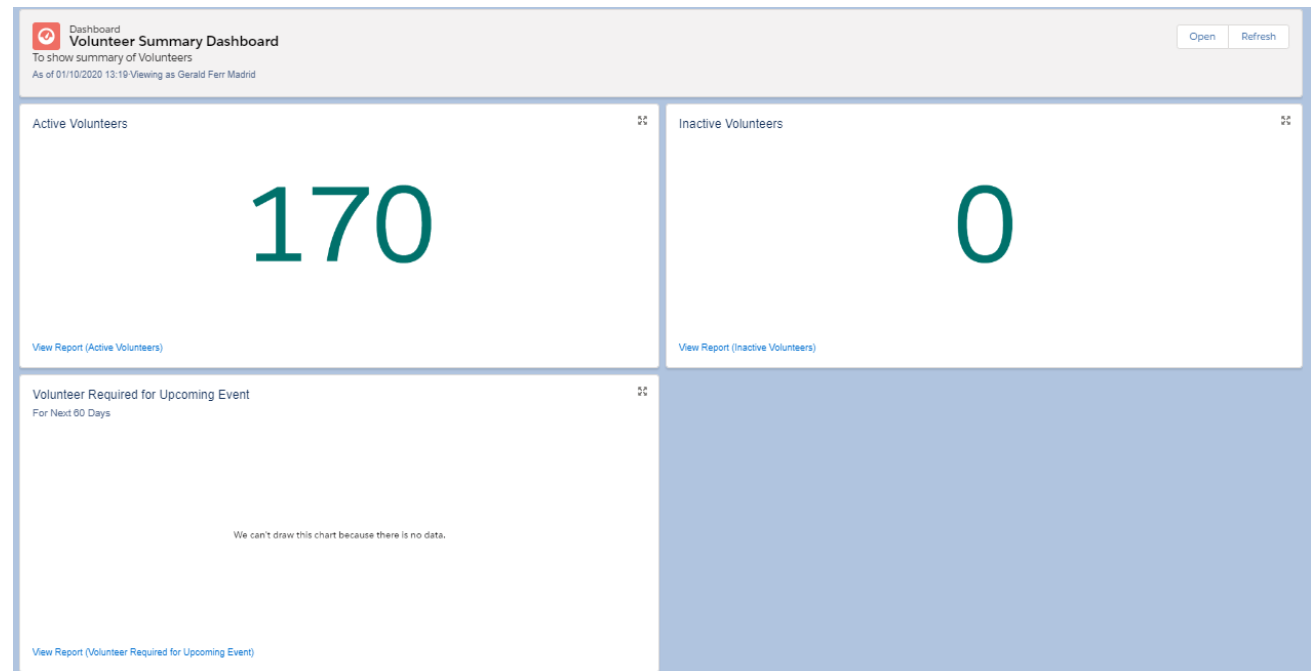
Contact
Volunteer Test

Organisation Name: [Test Household](#) Total Amt of Donations: SGD 0.00

Details

Name	Volunteer Test	Type	Volunteer
Email	test@email.co	Phone	91234567
Personal Email	test@email.co	Parish	Others
Primary Affiliation		Profession	
Preferred Email	Personal	Last Event Activity Date	
Alternate Email		Last Portal Login Date	
Work Email			
Gender			

- Dynamic dashboard provide a quick access to data in Homepage. Know how many active/inactive volunteers within the Organization with real-time data.
- Can be customized according to needs of the Organization.



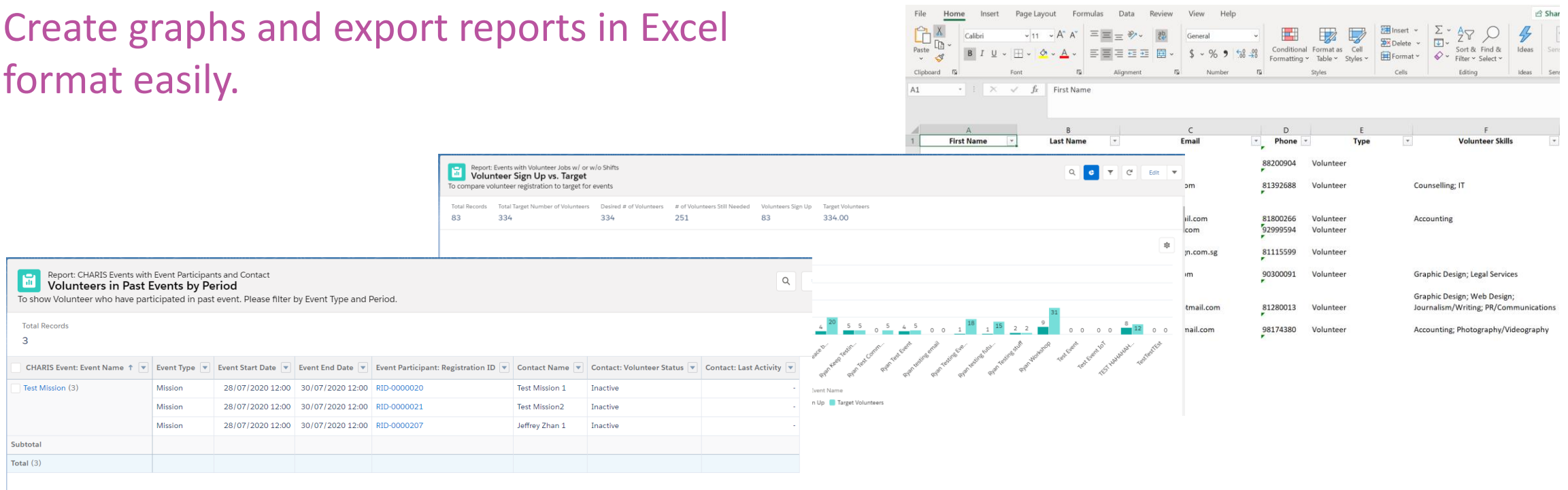
- Increase engagement with Volunteers with the community portal – self administer their particulars and availability, view Volunteer Hours, donation history, etc.
- Integrated with Events Calendar for ease of signing up for Events, either as participant or volunteer.

The screenshot displays the CHARIS Community Portal interface. At the top, a user profile for 'chaadmin' is shown with a circular profile picture and an 'Edit' button. Below the profile, a form contains fields for 'Manager', 'Company Name', 'Phone', and 'Mobile'. The main content area features a map of Southeast Asia with markers for various locations, each accompanied by a photo and text describing humanitarian aid efforts:

- India:** SGD 70,000 for the distribution of food, humanitarian aid kits, and medical treatment to 8,600 beneficiaries. (Image: Canossa Society)
- Myanmar:** SGD 77,000 to distribute PPE* and food supplies to 4,440. (Image: Focolare Movement)
- Thailand:** SGD 30,000 to help 2,000 refugees at the border receive necessities and proper documentation. (Image: ICARE)
- Vietnam:** SGD 55,000 to give basic necessities to 5,852 from impoverished families. (Image: Focolare Movement)
- Cambodia:** SGD 90,000 to distribute food amongst the most affected families, supporting 8,800. (Image: ANAK-Tnk)
- Philippines:** SGD 83,000 to ensure 10,200 receive enough. (Image: ANAK-Tnk)

A summary banner at the top left of the map area states: "Over SGD 517,000 disbursed reaching over 51,000 beneficiaries". The bottom left corner contains a small green box with the text "javascript:void(0);".

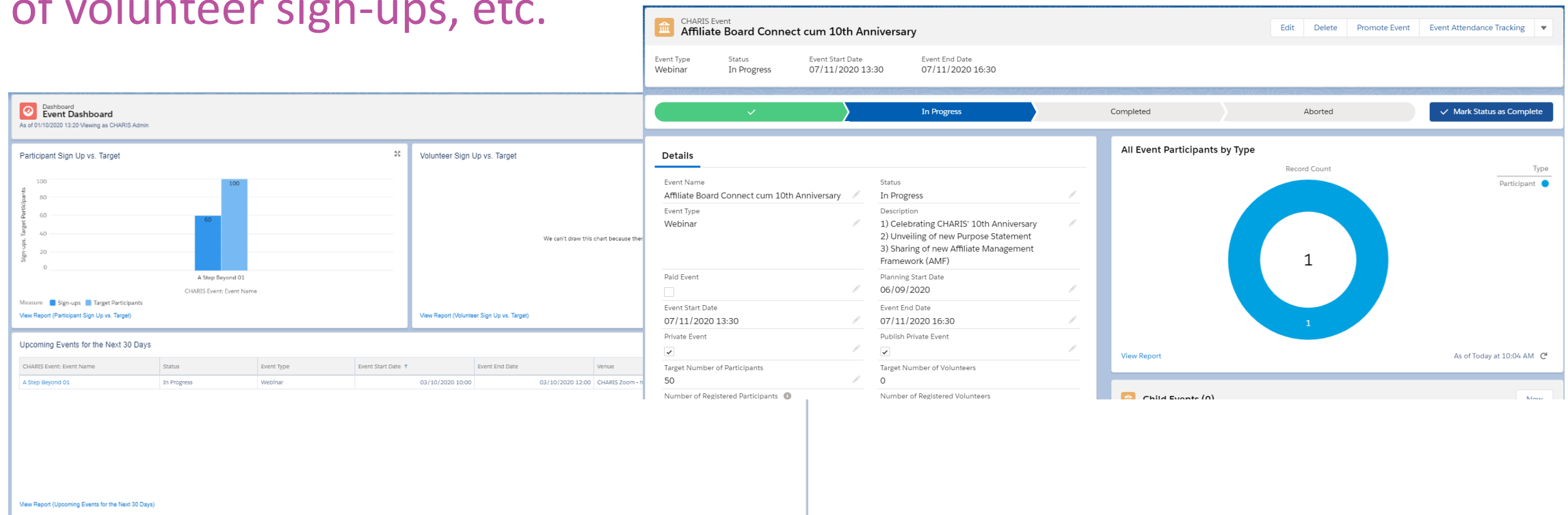
- Flexible report generation.
- User can create any report suitable to their own reporting needs or share common report with department for general reporting.
- Create graphs and export reports in Excel format easily.



Events Management System

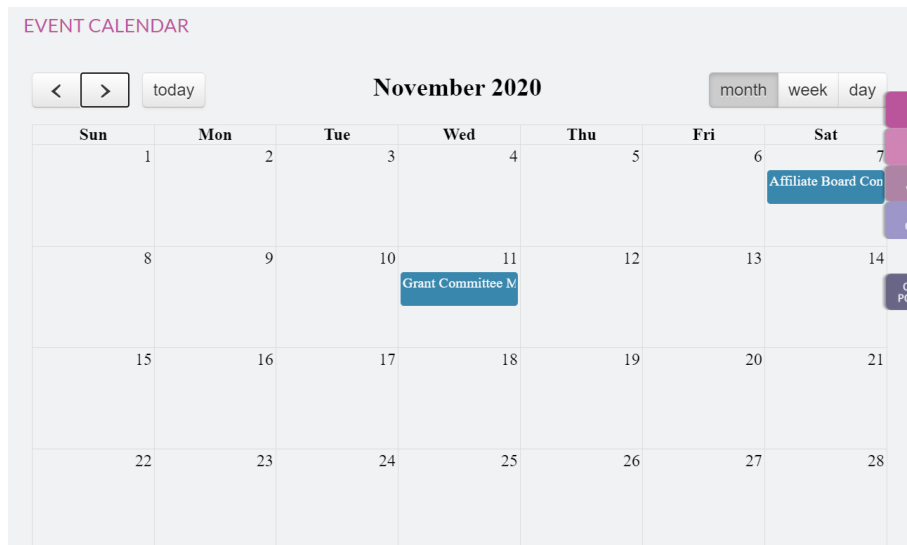
Events Management System (EMS)

- EMS allows the organization to manage the progress of an Event end-to-end – from planning, to invitations and tracking of participants, monitoring of volunteer sign-ups, etc.



Registration For Events

- Participants and Volunteers can look up event through the Event Calendar and register for an event through an online form.
- Registration information will be automatically updated within CHAMPS.



Register as Participant for Affiliate Board Connect cum 10th Anniversary

* Registration Type
-- select --

* Full Name
First Name Last Name

* Email Address
Your Email

* Phone

- Volunteer Jobs allow user to manage the different roles available for volunteers to sign up, down to assignment of shifts for each role, and specifying the number of volunteers needed for each role.

CHARIS Volunteer Jobs (5)

New

Volunteer Job Name	Start Date & Time	End Date & Time	Desired # of Volunteers
Usher			▼
Food Server			▼
Parking Attendant			▼
Team Leader			▼
Registration Counter			▼

View All

CHARIS Volunteer Job

Usher

Edit Delete Add Volunteers ▼

Details

Volunteer Job Name

Usher

CHARIS Volunteer Shifts (1)

New

ShiftID	Start Date & Time	Desired # of Volunteers	# of Volunteers Still N...
Shift-00064	12/08/2020 12:00		0 ▼

View All

CHARIS Volunteer Hours (1)

New

CHARIS Volunteer H...	First Name	Last Name	Status
VH-000107	Michelle	Constantine	Completed ▼

View All

Budget and Expenses

- User can create category of expenses, allocate budget to the category and keep track of actual spending.
- Summary of the status of budget allows user to understand the current standing in terms of budget and manage accordingly.

Actual Budget

SGD 30,000.00

Remaining Budget ⓘ

SGD -3,378.00

Total Allocated Budget ⓘ

SGD 28,200.00

Total Actual Spending ⓘ

SGD 33,378.00

Expense Items (3)

New

Expense Item Name	Category	Allocated Budget	Actual Spending
Facility Reservation Fee	Facility	SGD 20,000.00	SGD 25,000.00
		SGD 5,000.00	SGD 4,578.00
		SGD 3,200.00	SGD 3,800.00

[View All](#)

What's in it for you?

- CHAMPS was designed to be configurable for usage by related organisations of CHARIS, such as Affiliates
 - Created like a 'sister' organisation
 - Data and access rights segregated
 - Potentially for modules like Volunteer Management System
- For Events Management System, CHARIS will be glad to facilitate in the creation and promotion of Events to our database of Volunteers, past participants, and mailing list, etc.

