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Monthly Management Report

Below is a sample Monthly Management Report that program directors may adapt and send to

Interfaith Volunteer Caregivers Management Report October 1999

Outreach

Contacts: Mission Week, GFU, 10/4/99
GFU Policy Class, 10/7
Newberg Friends Church, Jo Helsabeck (10/18), Nita Eoff (10/26)

New Board Member Recruitment: Wendall Robinson, 10/13
Sam Farmer, 10/20

PR: AT&T Community Access Bulletin Board
Caregiving Series
The Graphic - Caregiver Support Group in Calendar
PNH Health Fair, 10/28
Senior Focus
(Working on Governor's Proclamation of IVC weekend - 11/20-21)

Program

Volunteers: 114 on active list, 9 new this month, 30 participated in September

Recipients: 170 on active list, 7 new this month, 37 received services in
September
2 home visits, 2 hospital visit, 9 referrals made to other agencies

Volunteer Trainings: 3 individual trainings
Caregiver Support Group (5,3)

New Resources: The 36-Hour Day by Mace and Rabins
"The Role of the Family after Long-Term Care Placement"
Understanding Difficult Behaviors by Robinson, Spencer, White

Administrative

Fund Development: Site visit from UW and questionnaire, Kelly Ward, 10/5
First Presbyterian Church put IVC in budget for \$50/mo.
\$10,000 grant received from Robert Wood Johnson Found.

Meetings: NMA, 10/6
PNH Health Fair meeting, 10/6
TACS, Executive Director's Role in Bldg Board, 10/12
Managers Mtg. 10/20
MWVSSA Award Lunch (10/25) Community Award
CQI, 10/26
Interview by GFU Social Work student, 10/22



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their board prior to their board meeting. Using this report will save precious meeting time so that board members and staff may talk about major issues instead of regular updates.