



How to Use the Volunteer Call Notes Webpage

We would love to hear who you talked with (or if you left a message, etc.) and how you thought the call went. (Don't be afraid to let us know if you were not warmly received – it happens once in a great while!)

If the person you spoke with mentioned any “life information” about themselves or family—that would be VERY helpful to know! (We love to send cards to celebrate birthdays, anniversaries, or to know and pray when families are struggling in some way.)

We also provided some “dropdown” boxes to use if you learned any new information of that type about this person/family.

Important things to know about using the online form:

1. Any information you type into the form will be placed into our computer, and in some cases replace the information in our computer. So please don't make a guess if you aren't sure of the data. Just skip entering what you are unsure of. The most important point of entering information is to let us know you contacted a donor.
2. You must enter the name and email address exactly as they appear on your call list in order for our computer to match your call input to the right donor.
3. If the donor gives you a new email address, you must enter the old email address (on your call list) into the email address field ...and then add the new email address into the Comment box.
4. Please notice that the form field names remind you of instructions for completing the field. For instance, if the donor listed on your call list has an Interest of “Champion” and happens to mention during your call that he is a “Gator Fan”, you would click on “Gator Fan” then also need to click on “Champion” or that Champion information would be lost from the donor record in our computer.
5. For most routine thank you calls, you will not need to fill in any of the “optional” fields. But we may need help collecting the information in some of these fields from a list of donors. If that is the case, you will receive special instructions with your call list.
6. If you have a question or problem, feel free to email (dhitzfeld@desirestreet.org), text or call Diane at 678-386-4542 (direct cell #) anytime during day and evening hours.

Again, we cannot say it enough – *thank you!!* We have so many more donors that our small staff can possibly visit with given the number of hours in a day! You are a much-needed and greatly appreciated ambassador for Desire Street and Danny Wuerffel. God bless you!