



**Data Base Update
Volunteer Project**
Updated October 2013

Purpose:

To update ALARM's donor database (Raiser's Edge) with information necessary for the ongoing operations and to improve quality communication with donors

Length of Project:

This project is ongoing on and will be available on an "as needed" basis.

Benefits:

- Allows ALARM to have accurate information for communicating with donors and for fund raising planning
- The enjoyment of working with other individuals who are passionate about helping others through service with ALARM

Location of Project:

This project will be completed in the ALARM Dallas Office near LBJ and the Dallas N. Tollway.

Skills/Qualifications:

- Detail oriented with the ability to accurately enter data into a computer
- Prior data entry experience is a plus
- A strong desire to know God
- Training will be conducted by Katherine, Lucy or Lauri. It will take approximately 1 hour at the ALARM Dallas office.
- A minimum commitment of 10 hours is requested. After training, volunteer may set their own hours during regular office hours: M-Thur. 9 a.m.-4 p.m.; Friday 9 a.m.-12 noon.
- Once the project has begun, an agreed-upon deadline must be met. Communicating the status of the project to the supervising ALARM employee is important.
- Volunteer needs transportation to and from the ALARM Dallas Office.

Oversight:

Katherine, Lauri or Lucy will oversee this project.

Steps to Volunteer: If Interested please provide your name and email contact to Naomi Wheeler at naomi@alarm-inc.org.