Area Board Resources

Data Capture

Collect Information from Area Board Members:

- Name
- Mailing Address
- Phone
- Email
- Role on Board
- Employer
- Gender
- Race/ Ethnicity

Regional Spread Sheet Instructions:

Area Board Program Set Up and Volunteer Member Data Capture	
One Spread Sheet Per Region, One Tab per Area Board	
Please complete tab for each Area Board in the Region. Regions should not do the data entry into Siebel. SSBC will create programs and link volunteers to the programs. If you have additional volunteers send updated spread sheets (updates made in **RED**) to the Share Service Business Center to ensure rosters are updated in Siebel.	
Region	Name
Board Unique Name	Name the Board has decided to use to identify their area
County/Community/Geography:	List geography covered (Counties if more than one county covered; if whole state just list state
Executive Director	Name
Notes	Other information would like to share
Volunteer fields have been set appropriately to capture format for zip, phone, etc. and contact types have phone/business/other.	
Roles	Select Chair/ Vice Chair/ Member

Area Board Tab:

Region	
Board Unique Name	
County/Community/Geography:	
Executive Director	
Notes	

Volunteers															
Title	First Name	Last Name	Suffix	Address	Address Line 2	Address Type	City	State	Zip	Phone	Phone Type	Email	Email Type	Role on Board	Employer