Volunteer Outreach Tracker

Use this as a guide for creating your own spreadsheet.

Name	Email	Phone	Role	LinkedIn	Industry	Connections (to staff or existing volunteers)	Owner (Who on our team is reaching out)	Last Contacted	Notes	Status	School Options
Jane Doe	email@email.com	555-555-5555	CEO		Teacher		Stacey	5/26/23	Left message. Will follow up with email	Sending additional materials	Anywhere City High School indicated interest in environmental causes