

## Keeping Track (forms and paperwork)

Although most people avoid paperwork, the effective Good Samaritans volunteer knows that it's important to—

- Measure progress.
- Provide information for followup.
- Plan for the future of the program.
- Identify unmet community needs.
- Account for grant funds.
- Show partners and the community why the program is important and deserves their continued support.

### **General Guidelines for Paperwork**

- Always do paperwork within 24 hours of completing an assignment.
- Fill out forms completely.
- Use black or blue ink.
- Sign and date the completed form, and print your name in addition to the signature.
- Use the choices listed whenever possible. Avoid using “other” unless absolutely necessary; narrative descriptions are more difficult to compile and evaluate.
- Do not write anything on the form that could be used against a crime victim in a civil or criminal proceeding.
- Double-check your spelling. Accuracy is important, especially for the name, address, and phone number of the victim.
- Remember confidentiality. Paperwork should be protected and should not be seen by unauthorized people.