

TouchStone for Nonprofits is a cloud computing application that helps you effectively and efficiently organize, run, control, and manage your organization. With Touchstone, you can formalize your goals, build all the tasks, systems and procedures to achieve those goals, and then organize them into one application that is:

**INTEGRATED – CUSTOMIZED – INTERACTIVE – INDIVIDUALLY OWNED**

**VOLUNTEER ADMINISTRATION**

- Volunteer Program Development
- Volunteer Recruiting
- Volunteer Management
- Volunteer Recognition
- Volunteer Orientation

**Volunteer Orientation Toolkit**

**Work Plans**

Orientation process  
Training process

**Checklists**

New Volunteer Orientation  
Orientation Session

**Uploaded files**

Session Content  
Training Sessions  
Volunteer Roles  
Contract Agreement  
Volunteer Handbook

**Policy Notes**

Volunteer Attendance  
Training in TouchStone

# Manage Your Organization around Four Key Functions with TouchStone



All processes are assigned to specific roles creating accountability and control



**ORGANIZE**  
People & processes to operate effectively

**BUILD / CUSTOMIZE**  
✓ Your existing processes  
✓ TouchStone Nonprofit Library processes tailored to fit your organization

**RUN**  
Your entire organization seamlessly

**INTEGRATE**  
Build / document processes to better use the functionality of your external applications & systems

**MANAGE**  
All aspects of the organization's performance – People / Processes / Goals & Objectives

**SUPPORT**  
Creation of Comprehensive Organizational Development & Management Tools  
✓ Standard Operating Procedures  
✓ Administrative Controls  
✓ Training & Management Tools

**Impact**

**YOUR ORGANIZATION WILL TAKE CONTROL OF THE KNOWLEDGE, STRUCTURE, SYSTEMS & TOOLS TO STREAMLINE PROGRAM & SERVICE DELIVERY**

**STAFF & VOLUNTEERS KNOW**

- what their job is and how to get it done
- where to go to get things (the right form, report, worksheet, etc)
- what tasks and activities are associated with their job

**MANAGEMENT KNOWS**

- what their direct reports are responsible for and the progress they are making
- where to go to get things (the right form, report, worksheet, etc)
- that all processes, procedures, forms, etc are current and being properly used and adhered to

**YOUR ORGANIZATION OPERATES MORE EFFECTIVELY AND EFFICIENTLY – ALLOWING YOU TO:**

- increase your impact
- do more with less
- make better use of your current external applications & systems