



Team Spreadsheet Example

Click below to access an amazing example of a team spreadsheet.

This was made by one of our team leads. It's a catch-all organizational tool for your team to use, complete with multiple tabs for different topics, as well as links to useful RAA tools. You can copy and paste it to create your own, modifying it in whatever way makes it useful for your team.

It's suggested that the team member who creates and keeps up with this spreadsheet (or a spreadsheet or tool like it) denotes that this is one of their main roles on the team, as it will take time and effort to do this.

https://docs.google.com/spreadsheets/d/1LMFop9cg4ipTVXJUrzgJqS6bdW7_0T3jsjzdHQkJ9FE/edit?usp=sharing



Copy of RAA Team

File Edit View Insert Format Data Tools Extensions Help

100% View only

A1 *To make a copy of this document for your team, go to File (top left), Make a Copy, Save name and share with team

	A	B	C	D	E	F	G
1	*To make a copy of this document for your team, go to File (top left), Make a Copy, Save name and share with team						
2							
3	Volunteer Team						
4	Name	Email	Phone			MG case managers:	
5						Jan Rosello @ceglobal.org	
6						Jorge Horta @ceglobal.org	
7						Mayra Ramos @ceglobal.org	
8							
9						Head escalator:	rojas@ceglobal.org
10							
11							
12	Family						
13	Names	Gender	Age	Address	Contact information	Language	Initial Notes
14							
15							
16							
17							
18							
19							
20	Good to know, family facts:						
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23							

Contacts - Immediate Needs - General Planning - Fundraising - Resource Links - Visit Notes - Out of T