



# TECHNOLOGY AMBASSADOR Volunteer Tracker Sheet

Name: Jane Doe

Month: January

	What We Do	Who We Reach	Outcome
<b>Example</b>	<ul style="list-style-type: none"> <li>Attend a workshop</li> <li>Ride along</li> <li>Distribute outreach materials</li> <li>Practice using RTD, Lyft, Uber</li> <li>Help an individual make travel plans</li> <li>Organize a Travel Training Event</li> <li>Schedule a workshop series</li> <li>Lead a workshop training session</li> </ul>	<ul style="list-style-type: none"> <li>Bilingual</li> <li>Older adults</li> <li>Disability group</li> <li>Community partners</li> <li>Friend/family member</li> </ul>	<ul style="list-style-type: none"> <li>Rode with someone to the doctor</li> <li>Assisted 2 people at a class on Lyft at the Rec Center</li> <li>5 flyers displayed at public library</li> <li>1 person downloaded Uber for the first time</li> <li>Planned 1 travel training event to Union Station</li> <li>Completed 3 individualized travel plans for 3 people</li> </ul>
<b>My Monthly Goal</b>	<ul style="list-style-type: none"> <li><i>Attend 1 workshop at CPWD</i></li> <li><i>Schedule a workshop series for Golden West residents</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Individuals with Disabilities</i></li> <li><i>Older adults</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Assist 3 people at the Google Maps workshop at CPWD</i></li> <li><i>Confirm workshop dates in February</i></li> </ul>

**Each Month:** Give Technology Ambassador Volunteer Tracker Sheet to M4A Staff at the following month's Ambassador Meeting

<b>Date</b>	<b>Activity</b>	<b>Number of People Impacted</b>	<b>Time Volunteered</b>	<b>Outcome / Lesson Learned / Follow Up</b>
1/9	Attended the M4A Technology Ambassador Kick Off Meeting	-	2 hours	Angel will schedule one-on-one phone calls with each of us
1/15	Call with Angel to discuss monthly goals	-	30 minutes	Angel will send out Travel Training dates and times for Feb.
1/16	Attended Google Maps & assisted a small group during workshop	3 people	2 hours	Helped 3 people complete their individual travel plan
1/18	Rode along with Stacey	1 person	1 hour	Stacey took her first Lyft ride!
1/21	Called Golden West Resident Coordinator	1 Community Partner	30 minutes	Prefer series be held on Tue or Thur afternoon
1/22	Emailed Angel to confirm which dates and times M4A staff are available	-	15 minutes	N/A
1/24	Confirmed dates for Feb workshops that work for M4A and Golden West	1 Community Partner	30 minutes	Workshops scheduled for Tue at 12pm for six weeks starting 2/4
1/28	Practiced combining Lyft and RTD trips	-	45 minutes	Took Lyft to Park-n-Ride and transferred to the JUMP route
<b>Monthly Totals</b>		6 people	7.5 hours	