



VOLUNTEER REPORT FORMAT

To be submitted to CRS at the end of volunteer assignment and shared with the Host

1.1 Assignment information

- a) Volunteer Name: **Richard Edwards**
- b) Host Organization: **Sweet N Dried**
- c) Assignment:
- d) Dates of Assignment: **June 17 through July 2, 2016**
- e) Number of days worked: **12**

1.2.1 Objective 1 in your SOW: **Evaluation of several “off the shelf” retail accounting systems which would satisfy the needs of Sweet N Dried**

- a) Progress with the objective: **Evaluation of “off the shelf” accounting and inventory software which would meet the needs of the company was completed prior to arriving at the host’s site.**
- b) **Expected impacts/results:** Having access to such software would enhance the host’s ability to accurately record all financial transactions and use the data in computing profit and loss documents, costing of products and inventory status. Several “free” and “for a fee” packages were evaluated. After the evaluation, a “free” financial package and a “free” inventory package were downloaded to a laptop which was donated to the host. Upon arrival and after an analysis of the current methods of accounting and inventory, it was determined that the software would be applicable to the present business environment.
- c) Recommendations¹: **The managers of Sweet N Dried firmly commit to diligently implement the software provided.**

1.2.2 Objective 2 in your SOW: **Facilitate development of an accounting system to capture data to be used in decision making for Sweet N Dried**

- a) Progress with the objective: After the software packages brought by the volunteer were deemed appropriate for the needs of the host’s organization. Training on the software was initiated using actual data. The host became immediately engaged in the learning process and was discovering features which the volunteer had not yet become familiar.
- b) **Expected impacts/results:** **While it will take time to completely make the transition from the current system, implementation will reduce the work load of the employees and make pertinent data available in a timely if not immediate timeframe.**
- c) Recommendations: **A specific time frame is set for the transition to begin and a proposed date the software will be completely operational. It is also recommended that a part time employee be hired to assist in the transition and take responsibility for inputting data extracted needed reports and information needed during the decision making process.**

1.2.3 Objective 3 in your SOW: **Develop a cost and pricing system which will enhance the host’s ability to accurately set prices which provide the desired gross margin.**

¹ **Note:** Only make not more than 6 recommendations. The most useful recommendations for hosts are ones that they can implement themselves with minimal expense. For example, a cooperative might change its financial reporting procedures or hold more regular meetings of its board. Broad recommendations on tax or credit reform, changes in government policy, or investment in large-scale equipment, are usually not within the host organization’s reach.

- a) Progress with the objective: **Cost templates for every product were developed. The templates are in an electronic format so the total cost can be immediately updated whenever any costs are changed.**
- b) Expected impacts/results: The impact was immediate. Presently there is no formal method of costing which would be used in pricing and when the template was constructed product costs inserted it revealed many cost items had not been included in any pricing decisions. The most obvious of these excluded items was Administrative costs. Further cost analysis resulted in the decision to treat the retail shop as a separate operation. This will assist in determining its profitability and any actions needed to increase volume.
- c) Recommendations: **The templates have already been developed and are in use.**

1.3 Action Plan

Recommendation	Specific Action	Responsible person	By when
1. Adopt the software provided	Begin entering sales, expense and inventory data	Mercy Mwende	July 15, 2016
2. Hire a part time person	This person would enter data and extract needed management information	Mercy Mwende	July 31, 2016
3. Set up a separate accounting system for the retail shop	Enter separate sales, expenses, and inventory data	Mercy Mwende	July 1, 2016
4. Maintain the cost templates	Continually update the templates as costs change	Mercy Mwende	July 1, 2016
5.			
6.			

1.4 Number of people Assisted

- a) Through formal training
- b) Through direct technical assistance (Do not double count)
- c) Out of these above, number of host staffs
- d) Training/assistance by field

Category	Total	Males	Females
Members/ owners	2	1	1
Employees			
Clients/ Suppliers			
Family Members			
Total	2	1	1



1.5 Gender

- a) What gender roles did you recognize in your host community? Did these roles play a part in your assignment? How? **I was impressed with the desire of the company owners to assist in developing rural communities' economic needs. The location of the plant is in a rural area located kilometers from a paved road. Most area residents have no opportunity for outside employment and depend on subsistence farming. The Sweet N Dried team now consists of 9 women it is projected to double the size during the coming months.**
- b) How might CRS or the host organization improve opportunities for the women in this host or host community? **I have no suggestions**

1.6 Value of volunteer contribution in \$

- a. Hours volunteer spent preparing for assignment-- 45 hours
- b. Estimated value of all material contributions volunteer contributed to host during assignment
Laptop computer--\$200; Cash for website development--\$150; Tee shirts and hats---\$100

1.7 Value of hosts' contribution in \$ (Please consult the host as well)

- a) Meals--20
- b) Transportation--20
- c) Lodging
- d) Translation
- e) Other (Specify)

1.8 Host Profile Data:

Did you obtain any data that supplements or corrects the data in the existing host information as detailed in the SOW? Please list it. **None**

1.9 Recommendations for CRS: **I recommend no other volunteers be assigned to work with Sweet N Dried until management has implemented the suggested changes. The owners are engaged in so many projects they sometimes do not have adequate time to devote implementing suggest programs as the day to day operations often require their full attention. Future assignments must be scheduled during June, July and the other times of the year during a lull in the drying season.**

Name cards for volunteers

1.10 Press Release

FOR IMMEDIATE RELEASE

VOLUNTEER CONTACT: [Richard and Mary Edwards]

[Drs.]

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College Station Area Volunteers Travel to Kenya to Share Skills with Local Agribusiness

Farmer to Farmer program promotes economic growth and Agricultural development in East Africa

Drs. Richard and Mary Edwards travelled to Kenya for 2 weeks to share their technical skills and expertise with local farmers. The assignment is part of Catholic Relief Services' Farmer-to-Farmer (FTF) program that promotes economic growth, food security, and agricultural development in East Africa.

“[Volunteer quote],” said [name].

Funded by the U.S. Agency for International Development (USAID), the five-year program matches the technical assistance of U.S. farmers, agribusinesses, cooperatives, and universities to help farmers in developing countries improve agricultural productivity, access new markets, and increase their incomes.

In Kenya, Drs. Edwards worked with Sweet N Dried, a small business engaged in solar drying local fruits and vegetables, in developing an electronic accounting and inventory system, an organogram along with job descriptions, and writing a policy manual covering procedures pertaining to employees, vendors and customer relations. This work will enable Sweet N Dried to develop a comprehensive business plan as well as partially meet requirements needed to fully implement a HACCP plan.

Drs. Edwards' volunteer assignment is one of nearly 500 assignments that focus on agriculture, food security and nutrition in Ethiopia, Tanzania, Kenya and Uganda. This is the first time CRS has been involved in the 28-year-old Farmer-to-Farmer Program funded by the U.S. government.

CRS is partnering with five U.S. institutions to tap into the rich diversity of the U.S. agriculture community: the National Catholic Rural Life Conference, Foods Resource Bank, National Association of Agricultural Educators, American Agri-Women, and the University of Illinois' College of Agricultural, Consumer and Environmental Sciences.

The U.S. volunteers will travel to East Africa for anywhere from one to six weeks, their expenses covered by USAID.

“One thing we are certain of is that this program will be beneficial not just to the farmers in East Africa, but also to the volunteers from America,” said Bruce White, CRS' director for the program. “It's going to make the world a little bit smaller for everyone involved.”

For more information, visit farmertofarmer.crs.org

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***Catholic Relief Services** is the official international humanitarian agency of the Catholic community in the United States. The agency alleviates suffering and provides assistance to people in need in nearly 100 countries, without regard to race, religion or nationality. For more information, please visit crs.org or crsespanol.org.*