**A RECORD BOOK**

**FOR**

**COMMUNITY VOLUNTEERS**

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**Community Based Health and First Aid**

**National Society /Branch name**

Address

**Personal Information:**

Name of the volunteer:

Home address:

Contact number:

Name of the village/community:

Name of supervisor/team leader:

Address of the supervisor/team leader:

Contact number:

Contact people at local Red Cross/Red Crescent office

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of responsibility:

The number of households I am responsible for:

**My workplan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Time** | **Activity/event** | **Place** | **Participants** |
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Name of the volunteer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of the village/community : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activities[[1]](#footnote-1)** | | **From last page** | **Date** | **Date** | **Date** | **Total** |
|  |  |  |
| 🏠 | **Home visits:**  How many households have I visited today? |  |  |  |  |  |
| 👪 | **Group meeting:**  How many group meetings have I conducted today? |  |  |  |  |  |
| 🞧 | **First aid:**  I have provided first aid to \_\_\_\_ people today. |  |  |  |  |  |
| 🚑 | **Referral:**  I have referred \_\_\_\_\_\_ people to the health facility. |  |  |  |  |  |
| 🖺 | **IEC material:**  I have distributed IEC material to \_\_\_\_\_\_ people. |  |  |  |  |  |
| 🛉 | **People reached:**  How many NEW[[2]](#footnote-2) people have I reached today? |  |  |  |  |  |
| 🕒 | **Time:**  I have worked for approximately \_\_\_\_\_hours today |  |  |  |  |  |

**Comments/ learning**

What topics have I discussed in the community during this period:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I want to share:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I need support for:

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How I am feeling about working with Red Cross/Red Crescent’s CBHFA

|  |  |  |
| --- | --- | --- |
| Great  ☺ | Nothing special  😐 | Things can be improved  ☹ |

**How to use this record book:**

This book is to help you to record the effort and contributions you have made in implementing the Community Based Health and First Aid programme the Red Cross/Red Crescent. This will also help you in planning activities and sharing your learning and feedback to your Red Cross/Red Crescent National Society.

Fill in this diary whenever you participate in any activity related to CBHFA or work in the community for CBHFA.

**Instructions:**

Write your and your community name at the top of the page.

**Date:** Write the date on which you participate in any CBHFA activity or work yourself in the community for CBHFA.

Enter numbers against the activities you conducted on that day:

**Home visits :** Record the number of households visited on that day to disseminate CBHFA messages.

**Group meetings :** Record the number of meetings organized on that day to disseminate CBHFA messages.

**First aid :** Record the number of people you have provided first aid on that day.

**Referral :** Record the number of sick people you have referred to a health facility on that day.

**IEC material :** Record the number of people to whom you have distributed IEC material on that day.

**People reached : Record the number of people you have reached for the first time during this year by any of the above activities.**

**Time :** Record how many hours you have worked for CBHFA that day.

Note that you have to record a number for each activity undertaken that day. Put “0” against any activity which was not conducted that day.

After you have filled in details for 3 days (not necessarily consecutive days) put the total in the last column. Carry forward this total to the next page and write in the **“From last page”** column. Repeat this for the whole month, restarting counting from the next month.

1. Change/add activities as per the programme design [↑](#footnote-ref-1)
2. People reached first time during this year [↑](#footnote-ref-2)