



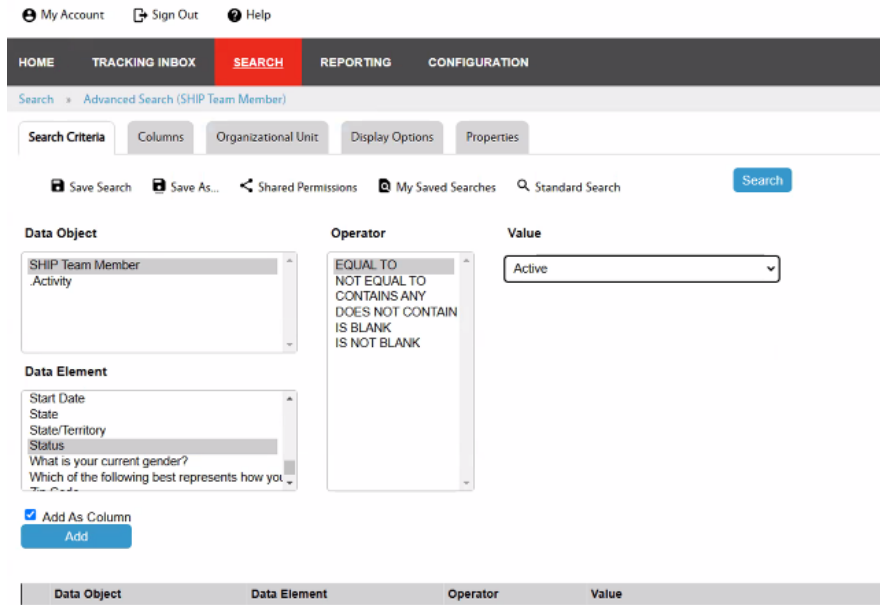
## STARS ACTIVE VOLUNTEERS REPORT

- Sign into STARS database: <https://smpship.acl.gov/etk-hhs-acl-prod/home.do>
- On home screen, you will see 'SEARCH'
- SEARCH – SHIP TEAM MEMBER – ADVANCED SEARCH

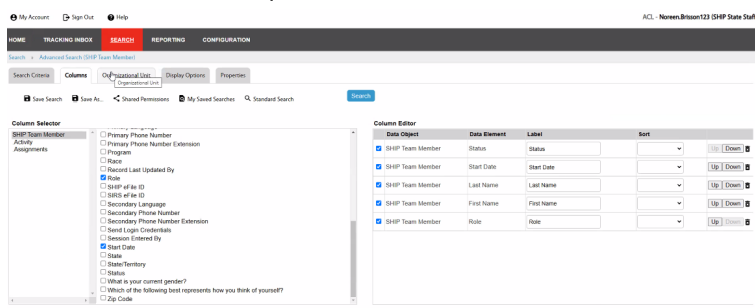
The screenshot shows the STARS database home page. The top navigation bar includes 'HOME', 'TRACKING INBOX', 'SEARCH', 'REPORTING', and 'CONFIGURATION'. The 'SEARCH' menu is open, showing options like 'MY SAVED SEARCHES', 'SHARED SEARCHES', 'DASHBOARD OPTIONS', 'RUN LAST SEARCH', 'BENEFICIARY CONTACT', 'GROUP OUTREACH AND EDUCATION', 'MEDIA OUTREACH AND EDUCATION', 'SHIP TEAM MEMBER', and 'TRAINING'. The 'SHIP TEAM MEMBER' option is selected, and the 'ADVANCED SEARCH' option is also visible. Below the menu, a table displays a list of active volunteers with columns for 'Beneficiary First Name', 'Date of Contact', and 'SHIP Case Number'. The table includes names like Sean, Cheryl, Jamie, Karen, John, Donnie, Mike, Jodi, Rick, and Jack, along with their respective contact dates and case numbers.

Beneficiary First Name	Date of Contact	SHIP Case Number
Sean	12/24/2024	WA-24-36113949
Cheryl	12/23/2024	WA-24-36111246
Jamie	12/23/2024	WA-24-36111296
Karen	12/19/2024	WA-24-36087894
John	12/19/2024	WA-24-36088111
Donnie	12/05/2024	WA-24-35974582
Mike	12/05/2024	WA-24-35974743
Jodi	12/05/2024	WA-24-35977964
Rick	12/05/2024	WA-24-35978067
Jack	12/05/2024	WA-24-35967393

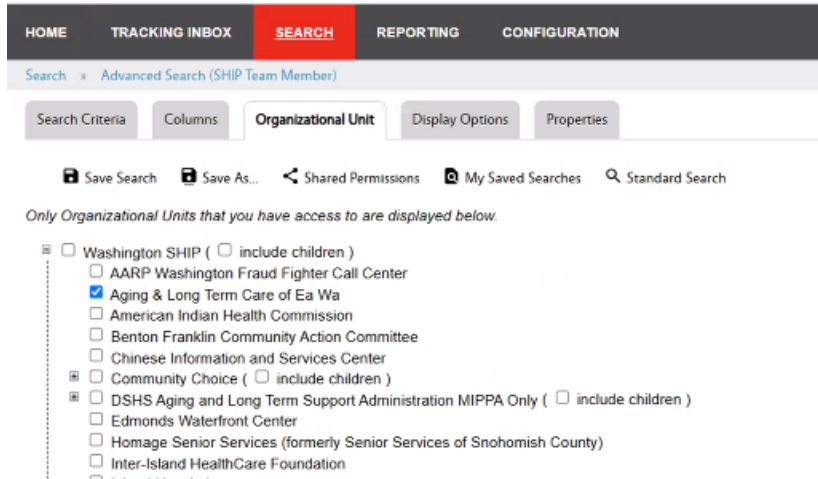
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- Data Object: SHIP Team Member
- Data Element: Status
  - EQUAL TO: Active



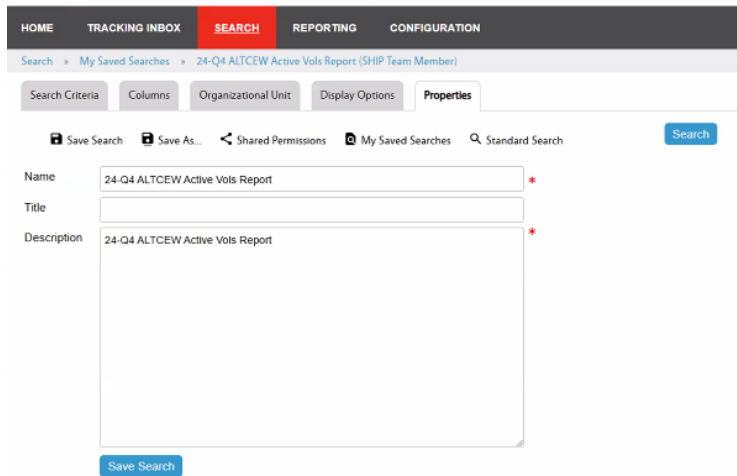
- 
- Add As Column
  - Add
- Next Tab: Column
  - ADD IN ORDER:
    - Status (should already be showing at top of the list)
    - Start Date
    - Last Name
    - First Name
    - Role
    - Paid Status (to see which are in-kind vols vs. true volunteers)



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- Next Tab: Organizational Unit
  - Expand Washington SHIP (+ to the left)
  - Choose Sponsor(s) as needed



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- Next Tab: Display Options
  - Name it! Naming convention: YY-Quarter Acronym Active Volunteer Report
    - Ex: 24-Q4 ALTCEW Active Volunteer Report
  - Save Search (to use again in future quarters)
  - Save



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- Report:

HOME TRACKING INBOX **SEARCH** REPORTING CONFIGURATION

Search > My Saved Searches > 24-Q4 ALTCEW Active Vols Report (SHIP Team Member) > Results

**SEARCH SUMMARY**

**SHIP Team Member Records** 39

**Total Rows** 39

**Search Name** 24-Q4 ALTCEW Active Vols Report

**Search Title**

**Criteria**  
ALL criteria below must be true (AND).

Data Object	Data Element	Operator	Value
SHIP Team Member	Status	EQUAL TO	Active

**Organizational Unit Filters**

**Assignment Filters**

<< < Page 1 of 1 > >> Display 39 per page Refresh Print Displaying 1 - 39 of 39

Status	Start Date	Last Name	First Name	Role	Date of Last Update
Active	07/16/2018	Kudrnia	Josephine	SHIP Site Manager	11/22/2024
Active	09/12/2019	Wright	Michelle	SHIP Site Staff	11/22/2024
Active	04/16/2020	Breen	Deborah	SHIP Site Staff	11/22/2024
Active	09/09/2022	Dalich	Michael	SHIP Site Staff	11/22/2024
Active	08/26/2024	Sampson	Matilda	SHIP Site Staff	
Active	08/20/2012	Sallquist	Sorja	SHIP Team Member	09/26/2024
Active	04/17/2015	Parker	Cynthia	SHIP Team Member	07/08/2024
Active	04/27/2015	Bayne	Mary	SHIP Team Member	06/27/2023
Active	01/23/2018	Beck	Marsha	SHIP Team Member	07/08/2024
Active	01/30/2017	Bhuta	Aruna	SHIP Team Member	09/26/2024
Active	01/18/2018	Christoff	Francis	SHIP Team Member	08/26/2024

- NOTES: Print to PDF