

Project Hope for the Homeless
Fax: 392-0114, Mail: PO Box 2035 Freedom Road
VOLUNTEER SKILLS & TALENTS QUESTIONNAIRE

rev: 09.29.09

NAME: _____ **DATE:** _____

ADDRESS: _____

PHONE & E-MAIL: _____

Project Hope needs volunteers in many areas. All volunteer opportunities are guided by a staff person or the volunteer coordinator. Please take a minute to check all the areas in which you would donate time & talent. They will be inventoried and you may be contacted about your interests. Thank you!

ADMINISTRATION

- Answering telephone
- Inventory donated items
- Mailings
- Word processing
- Data entry
- Photocopying
- Board member
- Volunteer management
- Administrative assistant
- Aftercare assistant
- Other _____

ON SITE

- Evening shelter volunteer 7-11 p.m.
- Morning shelter volunteer 5:30-7 a.m.
- Bible study leader
- Music
- Drama
- Worship
- Recovery testimony
- Other _____

FINANCES/COMMUNICATION

- Make soliciting phone calls for annual auction
- Sell ads for auction program
- Volunteer at auction (cashier, runner, etc...)
- Be on the auction committee
- Speakers Bureau member
- Operate promo booth at events
- Financial planning/forecasting
- Donor management
- Fundraising
- Liaison between PH & others
- Other _____

TECHNOLOGY

- Computer repair
- Computer maintenance
- Web site maintenance
- Web site design
- Graphics/design
- Phones/fax machine use/repair
- Photocopy machine use/repair
- Other _____

IN-KIND DONOR

- Inventory Wish List items
- Provide critical needs on occasion (milk, soap, PBJ, etc.)
- Other _____

FOOD

- Lunches - pack on-site or donate off-site
- Regular meal donor
- Occasional meal donor
- Kitchen organization
- Food pantry organization
- Other _____

FACILITY

- Electrical
- Gutters/downspouts
- Roof
- Heating/cooling
- Plumbing
- Windows
- Exterior siding
- General repairs
- Carpeting/flooring
- Painting
- Pest control
- Cleaning
- Lawn care - cutting/weeding
- Snow plowing
- Tree/leaves/brush removal
- Parking lot maintenance
- Engineering
- Construction
- Security (analysis/physical/equipment)
- Other _____

CLIENT SERVICES

- Research trends
- Help develop expansion programs
- Special committees (*family taskforce, grievance policy team...*)
- Social work/field experience
- Help identify gaps in services
- Other _____

*You may use the back for additional comments.
Thank you!*