

# Volunteer's skills, interest & abilities

( Please select only those items you are interested in )

- Scale:        1      Proficient ~ can do without help  
                  2      Had prior training ~ may need some instructions  
                  3      Interested in learning

## Administrative

- \_\_\_\_\_ Telephone calling  
\_\_\_\_\_ Making copies  
\_\_\_\_\_ Letter writing

## Computer Skills

- \_\_\_\_\_ Data input  
\_\_\_\_\_ Publisher software  
\_\_\_\_\_ QuickBooks software  
\_\_\_\_\_ FrontPage software  
\_\_\_\_\_ Webpage design/up-date

## Design Skills

- \_\_\_\_\_ Design layout - brochure  
\_\_\_\_\_ Hand lettering  
\_\_\_\_\_ Computer sign making  
\_\_\_\_\_ Arranging displays

## List Other

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Volunteer Day(s) \_\_\_\_\_

## Other Interest

- \_\_\_\_\_ Arts & crafts  
\_\_\_\_\_ Photography

## Sewing Skills

- \_\_\_\_\_ Hand  
\_\_\_\_\_ Machine

## Special Event

- \_\_\_\_\_ Planning  
\_\_\_\_\_ Set-up  
\_\_\_\_\_ Media

## Visitor Interaction

- \_\_\_\_\_ Greeter  
\_\_\_\_\_ Tour Guide

Date \_\_\_\_\_  
E-mail \_\_\_\_\_  
Time \_\_\_\_\_