



Volunteers Questionnaire

First, we'd like to express our appreciation for your willingness to volunteer your time and creativity to help out our homeless animal friends. Would you please take a moment and fill out the following questionnaire so that we may know your availability and areas of skill. Thanks.

Name: _____ Phone: _____

Address: _____ Cell: _____

_____ Work: _____

Email: _____

Employer: _____ City: _____

Please circle the general areas where you have experience and provide further details on the lines provided (*see examples given for each*). If you need more space, please attach a separate sheet of paper making sure to put the number by the continuation so we know which line you are referring to.

1) Carpentry: _____
(For example: new construction, residential, commercial, dry walling, taping, painting, building repair, etc.)

2) Electrical: _____
(Residential, commercial, new construction, repairs, ...)

3) Landscaping: _____
(Landscape design, gardening, mowing lawns, inside plants, ...)

4) Plumbing: _____
(Residential, commercial, new construction, repairs, ...)

5) Manual Labor: _____
(Handy with a shovel, small equipment, painting, walk dogs, cleaning ...)

6) Masonry: _____
(Residential, commercial, blocks, poured concrete, ...)

7) Cooking: _____
(Baking, cooking for large groups, great with the barbecue, specialty cooking, ...)

8) Crafts: _____
(Dried flowers, sewing, candy, wood crafts, artistic painting, quilting, ...)

- 9) Scrapbooking: _____
 (Photo albums, artistic covers, ...)
- 10) Preparing bulk mailings: _____
 (Folding brochures, stuffing envelopes, sorting zip codes, ...)
- 11) Graphic Design: _____
 (Design brochures, flyers, newsletters, business cards, ...)
- 12) Word Processing: _____
 (Microsoft Word, Works, Power Point, business letters, articles, news stories ...)
- 13) Data Entry: _____
 (Microsoft Excel, other spreadsheets, Access, Act, bookkeeping, statistics, databases, contact management,...)
- 14) Phone Skills: _____
 (Receptionist, enjoy making phone calls, willing to call 10 friends, will call businesses, ...)
- 15) Customer Service: _____
 (Enjoy working with people, peacemaker, handle disgruntled people well, ...)
- 16) Writing/Editing: _____
 (Editing skills, proofreading, good with grammar, enjoy writing stories, business letters, ...)
- 17) Fundraising: _____
 (Have spearheaded fundraisers, willing to help plan, available to help work at fundraisers, ...)
- 18) Grant Writing: _____
 (Have grant writing experience, received grants that I wrote, will help with research, ...)
- 19) Other areas of experience not listed above: _____

Availability: Please share with us your availability and how much time you would like to volunteer.

Would you be willing to serve on Elmore's Board of Directors? ___ Yes ___ No ___ Would like more information

Equipment: I have the following equipment I am willing to make available, if needed

- | | |
|----------------------|-----------------------|
| _____ Pickup truck | _____ Utility trailer |
| _____ Concrete mixer | _____ Brush Hog |
| _____ Chain Saw | _____ Barbecue Grill |

Other _____

Please return questionnaire to: *Elmore SPCA, PO Box 686, Peru, NY 12972.*