



Skills & Talents Survey

Thank you for showing interest in being part of Forsyth Friends, Inc. This survey will help us to determine where you fit in as a volunteer. Please fill out all information with as much detail as possible. Feel free to use the back of these pages if you need more room. When you are finished with the survey, please mail it to Forsyth Friends, Inc. at 4314 Lanier Ridge Walk, Cummming, GA 30041; fax it to (470) 253-8267; or scan/email it to forsythfriends@yahoo.com.

Personal Information

Name: _____

Address: _____

Cell #: _____ Email: _____

Best way to contact you:

Email Cell Text

Your favorite charity/cause: _____

Your Occupation: _____

Your Areas of Expertise: _____

Your Hobbies: _____

Your Interests: _____

Skills & Talents - Design & Marketing *check all that apply*

- | | | |
|--|---|---|
| <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Photoshop | <input type="checkbox"/> Videographer/Audio/Camera/Lights |
| <input type="checkbox"/> Event Promotion | <input type="checkbox"/> Power Point Design | <input type="checkbox"/> Web Design/Maintenance |
| <input type="checkbox"/> Graphic Design/Artist | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Publicity | |

Skills & Talents - Financial & Office *check all that apply*

- | | | |
|---|--|--|
| <input type="checkbox"/> Accounting/bookkeeping | <input type="checkbox"/> Proficient in Microsoft Excel | <input type="checkbox"/> Money management |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Proficient in PowerPoint | <input type="checkbox"/> Organizational/filing |
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Proficient in Microsoft Word | <input type="checkbox"/> Tax accountant |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Other _____ | |

Skills & Talents - Social Media & Computers *check all that apply*

- | | |
|--|--|
| <input type="checkbox"/> Can download/upload photos with ease | <input type="checkbox"/> Proficient in computers |
| <input type="checkbox"/> Can download/upload documents with ease | <input type="checkbox"/> Training others how to use Microsoft Office |
| <input type="checkbox"/> Comfortable with email programs | <input type="checkbox"/> Training others how to use social media |
| <input type="checkbox"/> Comfortable with forum-based websites | <input type="checkbox"/> Other _____ |

Skills & Talents - Other *check all that apply*

- | | | |
|---|--------------------------------------|---|
| <input type="checkbox"/> Sales | <input type="checkbox"/> Decorating | <input type="checkbox"/> Event set-up/tear-down |
| <input type="checkbox"/> Construction/carpentry | <input type="checkbox"/> Driver | <input type="checkbox"/> Procurement of auction items |
| <input type="checkbox"/> Set Painting | <input type="checkbox"/> Other _____ | |

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Other Assets *check all that apply*

- | | | |
|---|--|--|
| <input type="checkbox"/> Attention to details | <input type="checkbox"/> Enforcing rules & policies
(including budgets) | <input type="checkbox"/> Self-motivated |
| <input type="checkbox"/> Bringing people together | <input type="checkbox"/> Inventing ideas/products | <input type="checkbox"/> Prefer working in a group |
| <input type="checkbox"/> Checking for accuracy | <input type="checkbox"/> Meeting deadlines | <input type="checkbox"/> Prefer working alone |
| <input type="checkbox"/> Considering others' opinions | <input type="checkbox"/> Prioritizing tasks | <input type="checkbox"/> Self-discipline |
| <input type="checkbox"/> Creates positive work
environment | <input type="checkbox"/> Remaining calm in a crisis | <input type="checkbox"/> Flexible schedule |
| <input type="checkbox"/> Delegating tasks | <input type="checkbox"/> Seeing different points of view | <input type="checkbox"/> Effective multi-tasker |
| <input type="checkbox"/> Other: _____ | | |

Level of Interest *check all that apply*

- 1) Would you be willing to chair or co-chair a committee?
- At the event level At the organization level
- 2) Please check all committees in which you might have an interest at the event level.
- | | | |
|--|--|--|
| <input type="checkbox"/> Procurement/Auction | <input type="checkbox"/> PR/Marketing | <input type="checkbox"/> Revenue Enhancement |
| <input type="checkbox"/> Decorating/Set-Up | <input type="checkbox"/> Volunteer Coordinator | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Other _____ | | |
- 3) How many hours per week are you willing to volunteer?
- 1-5 hours per week 5-10 hours per week More than 10 hours per week

Other Skills

Additional Comments
