



**Christmas in April \* Prince George's County  
INDIVIDUAL VOLUNTEER SKILL AND INTAKE FORM**

**Name:** \_\_\_\_\_ **Phone Number:** (\_\_\_\_) \_\_\_\_\_  
First Last

**Address:** \_\_\_\_\_  
Street City State Zip

**Email:** \_\_\_\_\_ **Age:**(check one)  14-17  18-24  25-55  55+

\*There are a number of opportunities to get involved in our efforts. Please check the areas below that interest you, then fill out the appropriate questionnaire that corresponds to that area. Thank you for your willingness to get involved in the community.

**Volunteer Opportunities:**



(please check all that apply)

- Construction
- Administration
- Fundraising
- Food/Snacks
- Home Inspections

**CONSTRUCTION** – Volunteers willing to give of their time doing construction on worksites

**Availability:** (check one)  3 or more times a week  Once a week  Monthly  Sporadically  Once

Weekday (please list days available): \_\_\_\_\_

**Please rank your construction skills based on the following scale:**

- 0 = I have no interest in this element of construction
- 1 = I don't know how but am willing to learn/try
- 2 = I have done it before but still need help to do it
- 3 = I can do a good job by myself
- 4 = I can do a good job and can guide/teach others
- 5 = I am a professional

**PROFESSIONALS:**

<u>Skill Level</u>	<u>Skill</u>	<u>I Hold a License in the State of ...</u>	<u>No License, But I Am Skilled</u>
_____	Contractor	_____	<input type="checkbox"/>
_____	Architect	_____	<input type="checkbox"/>
_____	Plumber	_____	<input type="checkbox"/>
_____	Roofer	_____	<input type="checkbox"/>
_____	Electrician	_____	<input type="checkbox"/>
_____	Heating/Cooling	_____	<input type="checkbox"/>
_____	Engineer (type) _____	_____	<input type="checkbox"/>

**CONSTRUCTION (cont.)**

OTHERS: (please check all  that apply)

**Skill Level**

**Skill**

- \_\_\_\_\_ Clean-up worker
- \_\_\_\_\_ Site Work-  tree removal     drainage     utility installation     other \_\_\_\_\_
- \_\_\_\_\_ Construction Layout
- \_\_\_\_\_ Foundation-  wooden piers     block piers     concrete     other \_\_\_\_\_
- \_\_\_\_\_ Concrete
- \_\_\_\_\_ Masonry
- \_\_\_\_\_ Framing
- \_\_\_\_\_ Trim Carpenter
- \_\_\_\_\_ Insulation
- \_\_\_\_\_ Drywall-  hanging     finishing
- \_\_\_\_\_ Flooring -  carpet     sheet vinyl     vinyl tile     ceramic tile     other \_\_\_\_\_
- \_\_\_\_\_ Flooring – underlayment
- \_\_\_\_\_ Roofing-  shingle     metal     rolled     membrane     other \_\_\_\_\_
- \_\_\_\_\_ Roofing-  decking     rafter/truss repair
- \_\_\_\_\_ Paint-  interior     exterior     prep for painting
- \_\_\_\_\_ Windows-  installation     balancing     pane Repair     other \_\_\_\_\_
- \_\_\_\_\_ Doors-  weather-stripping     installation     framing/trim     other \_\_\_\_\_
- \_\_\_\_\_ Siding
- \_\_\_\_\_ Porch or ramp construction
- \_\_\_\_\_ Plumbing-  copper     PVC/CPVC     galvanized     other \_\_\_\_\_
- \_\_\_\_\_ Plumbing-  pipe repair/install     install toilet/sink/tub     install fixtures     other \_\_\_\_\_
- \_\_\_\_\_ Electrical
- \_\_\_\_\_ Demolition
- \_\_\_\_\_ Termite control

\_\_\_\_\_ **House Captain** – I would be willing to supervise a group of volunteers on a site- including planning and overseeing construction, delegation of tasks, safety enforcement, and quality control.

\_\_\_\_\_ **Tool Use-** I have tools and equipment that I would be willing to bring to use:

- Hand tools \_\_\_\_\_
- Power tools \_\_\_\_\_
- Heavy machinery \_\_\_\_\_
- Other \_\_\_\_\_
- I will allow others to use my tools     I will NOT allow others to use my tools

Other Skills/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOOD/ SNACKS** - Volunteers willing to give refreshment to worksite laborers.

**Please rank your ability to contribute on the following scale**

- 0 = I have no interest in this element of service
- 1 = I can provide this item for 10 or less people
- 2 = I can provide this item for 10 – 30 people
- 3 = I can provide this item for 30- 50 people
- 4 = I can provide this item for more than 50 people
- 5 = I can find a business that is willing to donate this item

- \_\_\_\_\_ Lunches- include main lunch item for vegetarian and meat eaters (sandwich, pizza , etc.) and a snack item (chips, fruit, etc.)
- \_\_\_\_\_ Drinks (with cups if needed) (hydrating products only)
- \_\_\_\_\_ Paper products (plates, cutlery, napkins)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADMINISTRATION** - Volunteers willing to help with various parts of administrative tasks.

**Please rank your administrative skills on the following scale**

- 0 = I have no interest in this element of service
- 1 = I have no idea how to do it, but would be willing to try
- 2 = I have some experience in this and would be willing to learn more
- 3 = I feel confident in this area
- 4 = I am highly skilled at this

- \_\_\_\_\_ Computer-  Word  Excel  Publisher  Other \_\_\_\_\_
- \_\_\_\_\_ Database management and creation
- \_\_\_\_\_ Organized
- \_\_\_\_\_ Financial accounting (basic)
- \_\_\_\_\_ Phone courtesy and client intakes
- \_\_\_\_\_ Office organization and filing
- \_\_\_\_\_ Newsletters, flyers and other publications
- \_\_\_\_\_ Website management
- \_\_\_\_\_ Volunteer recruitment and management
- \_\_\_\_\_ Coordination of food for volunteers
- \_\_\_\_\_ Graphic Design

**Availability:**

I can volunteer administratively:

- More than 20 hours a week
- 5 hours a week
- 1 hour a week
- Every once in a while
- Take on a task from home
- Other: \_\_\_\_\_

Days of the week: \_\_\_\_\_

Comments: (Please include any experience that you have) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HOME INSPECTORS** - Volunteers willing to conduct home inspections for repair applicants (must be willing to go through a training session with the staff). All home inspectors must have some experience in construction. Inspections take 1-2 hours to complete and require a detailed report with pictures for a total of approximately 4 hours commitment per home.

**Availability:**

I can do a home inspection (During the month of November):

- More than once a week                       Once a week     Twice a month

**My experience in the construction field is as follows:**

Skill Please let us know in what field of construction you have experience	Years of Experience	Are you a professional?	Are you familiar with minimum housing standards?

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FUNDRAISING** - Fundraising is a critical part of being able to provide these much needed community services.

**Please check off the areas that you would be interested in helping with:**

- Solicitation of individual donors
- Solicitation of corporate sponsors/partners
- Grant writing (government and private)
- Fundraising event- type of event \_\_\_\_\_
- Solicitation of In-Kind donations
- Management of Investments

**Please list any experience you have with fundraising, including totals raised:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please return form to any member of Christmas in April \* Prince George's County or mail/fax to:  
 Christmas in April \* Prince George's County  
 7915 Malcolm Road  
 Clinton, MD 20735  
 Fax: 301-868-1053**