



GREATER FREDERICKSBURG HABITAT FOR HUMANITY AFFILIATE

INTEREST / SKILL SURVEY

(540) 891-5009 Phone
(540) 891-7009 Fax
http://www.fredhab.org

Please complete and return by mail or fax to:

Greater Fredericksburg Habitat for Humanity Affiliate
Attn: Volunteer Coordinator
P.O. Box 8265
Fredericksburg, Virginia 22404-8265

Name: _____ Date: _____
 Mailing Address: _____ Birth day/year (if under 18) _____
 City: _____ Occupation: _____
 State: _____ ZIP: _____ E-mail Address: _____
 Office Phone: () _____ Home Phone: () _____ Cell Phone: () _____
 Do you own a truck? YES NO Are you able to lift over 50 Lbs.? YES NO
 Please indicate your availability: Evenings Daytime Weekends Anytime

PROJECT & SPECIAL EVENT WORK: Check area(s) where you have skills to offer or want to help. Please indicate your skill level next to the item(s) you have checked: 1=professional (i.e. had work inspected/licensed) 2=skilled (can work alone) 3=unskilled (willing to learn but need guidance).

(check here) AREA Skill Level	(check here) AREA Skill Level
<input type="checkbox"/> Answering Phones _____ <input type="checkbox"/> Office Skills (typing, filing, ext.) _____ <input type="checkbox"/> Phone Calling (phone tree) _____ <input type="checkbox"/> Computer data entry _____ <input type="checkbox"/> Newsletter input/production _____ <input type="checkbox"/> Presentations/Public speaking _____ <input type="checkbox"/> Legal Assistance _____ <input type="checkbox"/> Bookkeeping/Accounting _____ <input type="checkbox"/> Personal Interviewing _____	<input type="checkbox"/> Foundation Preparation _____ <input type="checkbox"/> Concrete Finishing _____ <input type="checkbox"/> Framing _____ <input type="checkbox"/> Roofing _____ <input type="checkbox"/> Drywall (Hanging & finishing) _____ <input type="checkbox"/> Siding Installation _____ <input type="checkbox"/> Insulation _____ <input type="checkbox"/> Heating and AC _____ <input type="checkbox"/> Electrical _____ <input type="checkbox"/> Surveying _____ <input type="checkbox"/> Plumbing _____ <input type="checkbox"/> Finish Carpentry _____ <input type="checkbox"/> Painting _____ <input type="checkbox"/> Masonry _____ <input type="checkbox"/> Landscaping _____
<input type="checkbox"/> Refreshments for Events _____ <input type="checkbox"/> Special Event Music _____ <input type="checkbox"/> Photography/Video Tape _____	
<input type="checkbox"/> Cashier _____ <input type="checkbox"/> Inventory _____ <input type="checkbox"/> Customer Service _____	

COMMITTEE VOLUNTEER: See back

CHURCH AFFILIATION: (optional): _____

Please tell us how you heard of Greater Fredericksburg Habitat for Humanity:

Printed media Personal contact Open house
 Habitat project Internet Other _____
(please specify)

for office use only Outlook Database

BOARDS & COMMITTEES

The following are short descriptions of the work each committee does. If interested, please mark the committee(s) according to your greatest interest (i.e. "1" for first choice, "2" for second, etc.) in participating.

Do NOT indicate more than 4 choices please!

_____	Board of Directors	Plan and make decisions on policy and administrative matters. (BOD)
_____	Executive Committee	President, Vice President, Secretary and Treasurer(s) that conduct the day-to-day business of the affiliate. (EC)
_____	Building Committee	Plan and implement construction projects. Obtain house plans, solicit professionals and the donation of building materials. Coordinate volunteers and supervise construction of houses and other projects. (BC)
_____	Family Support	Provide Habitat homeowners and prospective homeowners with a support system, educational opportunities and other assistance as necessary to break the poverty cycle and support their efforts to become independent. (FSU)
_____	Family Selection	Draft the selection criteria and application forms, screen applications, interview applicants and recommend eligible families to the Board of Directors for selection as homeowners. (FSE)
_____	Resource Development	Initiate and coordinate fundraising campaigns, write grant proposals and cultivate major donors. (RD)
_____	Legal	Define and monitor the legal aspects of the affiliate and institute a risk management plan. Cultivate Pro Bono work for settlements and other legal work. (L)
_____	Leadership Recruitment	Identify and recruit prospective directors, principal officers and committee chairpersons. (LR)
_____	Public Relations/ Newsletter	Educate and inform the public of the need for adequate housing in our area and of our commitment to acting on this need. Organize and coordinate public speaking engagements, communication with the media and mailings. Produce and distribute a newsletter and other printed materials. (PRN)
_____	Site Selection	Target sites where the affiliate can build homes and present these site recommendations to the Board of Directors. (SS)
_____	Volunteer & Human Relations	Compile all interest/skills survey information. Develop educational packets for new volunteers. Provide volunteer lists to committees/Board as needed for staffing purposes. (VHR)
_____	Worship, Celebration & Hospitality	Lead diverse prayer and social activities at each meeting of the Board of Directors and at special events/meetings. Arrange for refreshments for official functions as needed. (WCH)
_____	Office Management	Organize and manage the functions of the Habitat Office space(s) in coordination with the Executive Director/Executive Committee. (OM)
_____	Finance & Budget	Organize and manage the financial planning/record keeping for the Affiliate. (FB)
_____	Youth Committee	Coordinate activities to involve the youth in Habitat projects and provide volunteer opportunities. (YC)
_____	Church Relations	Organize and coordinate the involvement of local churches in the mission of Habitat for Humanity. (CHR)
_____	Collegiate Relations	Coordinate activities to involve the college Students in Habitat projects and provide volunteer opportunities. (COR)