

 **Resource 4**

Can You Help? A Skills and Experience Inventory

The purpose of this Skills and Experience Inventory is to identify your gifts, strengths and abilities that can be shared with your child's class and/or school. The skills may have been learned from experience in the home or with your family. They may be skills you've learned in the community or skills you learned on the job. Please add any skills we've overlooked in the blank spaces provided in each section.

If you have skills or repeated experience during the last three years with any of the following activities, please mark the box.

COMMUNICATION

1.	Organizing a special event or field trip		11.	Serving as a Big Brother, Big Sister or mentor	
2.	Telephoning a list of people to invite them to an activity		12.	Teaching a language other than English	
3.	Talking to groups		13.	Publicizing events	
4.	Counseling individuals or groups		14.	Organizing or helping with fund-raising	
5.	Presenting a workshop		15.	Writing grant proposals	
6.	Representing a group		16.	Writing reports	
7.	Writing letters to the newspaper, school board or government		17.	Interviewing people	
8.	Teaching one-on-one or tutoring		18.	Collecting and/or analyzing data	
9.	Teaching a group of adults		19.	Providing a class activity or program	
10.	Teaching a group of children		20.	Other	

COMMUNITY PARTICIPATION

1.	Boy Scout/Girl Scouts/4H		10.	Arts organization	
2.	School booster club		11.	Religious organization	
3.	Sports teams		12.	Charitable organization	
4.	Yard or rummage sale		13.	Book club	
5.	Bingo		14.	Special interest club (hobby, sport, etc.)	
6.	Church activities		15.	Property owners association	
7.	Volunteer fire department		16.	Tenants' association	
8.	Hospital or fire dept. auxiliary		17.	Neighborhood Watch	
9.	Fund raiser for an organization		18.	Other	



YOUTH ACTIVITIES

1.	Listening to a child read aloud		7.	Making instructional games or materials	
2.	Working in a literacy program		8.	Leading recreational activities	
3.	Organizing games and activities for children or adults		9.	Working in the school library – reading or storytelling	
4.	Providing support for the school		10.	Chaperoning a field trip	
5.	Chaperoning teen events		11.	Helping in the classroom	
6.	Providing music, arts or crafts instruction		12.	Other	

FAMILY SUPPORT, PARENTING AND CHILDCARE

1.	Caring for babies		9.	Visiting or calling the home-bound or lonely	
2.	Caring for children		10.	Knowledge of first aid or CPR	
3.	Caring for a child with a behavior problem		11.	Caring for someone’s pet	
4.	Caring for a child with special needs		12.	Cooking and delivering meals for someone in time of need	
5.	Being a foster parent		13.	Listening to or giving support to someone who has a problem	
6.	Working as a child care provider		14.	Running errands, shopping or driving for someone who needs transportation	
7.	Having a special relationship with a child who is not in your family		15.	Caring for an adult/Hospice	
8.	Providing respite care so that a care-giver can have a break		16.	Other	

FOOD PREPARATION AND FOOD SERVICE

1.	Catering		9.	Working in a food supply service	
2.	Preparing and serving food at home		10.	Working in a grocery store	
3.	Preparing and serving food for groups of 10 or more		11.	Working in a food processing plant	
4.	Planning menus		12.	Nutrition and healthy food choices	
5.	Setting or clearing tables for groups of 10 or more		13.	Gardening/growing fruits and vegetables	
6.	Washing dishes for groups of 10 or more		14.	Hotel/Restaurant management	
7.	Baking or cake decorating		15.	Working in a food bank	
8.	Working in a restaurant		16.	Other	

MANAGEMENT AND OFFICE SKILLS

1.	Chairing a board or committee		15.	Setting up or troubleshooting computer hardware	
2.	Serving on a board or committee		16.	Web searches	
3.	Preparing a budget		17.	Web page design/maintenance	
4.	Planning work or activities for others		18.	E-mail list serve	
5.	Directing or supervising others		19.	Computer programming	
6.	Keeping records of meetings, activities, personnel or goods		20.	Bookkeeping or accounting	
7.	Filling out forms		21.	Selling products or services	
8.	Answering phones, taking messages		22.	Writing correspondence or reports	
9.	Taking inventory		23.	Designing research projects	
10.	Filing alphabetically or numerically		24.	Starting a small business	
11.	Operating adding machine or calculator		25.	Operating a small business	
12.	Typing or data entry		26.	Research	
13.	Using word processing or spreadsheet programs		27.	Other	
14.	Desktop publishing/newsletters				

MAINTENANCE AND CONSTRUCTION

1.	Auto or truck repair or maintenance		16.	Furniture making or repair	
2.	Putting things together/assembly		17.	Bricklaying and masonry	
3.	Pruning trees and shrubs		18.	Setting tile	
4.	Planting and caring for garden and landscaping		19.	Hanging drywall	
5.	Repairing small appliances and electronic equipment		20.	Roofing	
6.	Repairing computers and computer equipment		21.	Installing insulation	
7.	Repairing major appliances		22.	Pouring concrete	
8.	Bicycle repair or maintenance		23.	Hanging wallpapering	
9.	Repairing small engines		24.	Plumbing installation	
10.	Repairing heating or air conditioning		25.	Window installation	
11.	Basic plumbing repairs		26.	Building room additions	
12.	Basic electrical repairs		27.	General carpentry work	
13.	Cutting firewood		28.	Cabinetmaking	
14.	Cleaning carpets		29.	Architecture and building design	
15.	Painting		30.	Other	



ARTS, CRAFTS AND OTHER HOBBIES

1.	Singing solo	
2.	Singing in a group	
3.	Teaching or leading singing	
4.	Teaching or leading instrumental music	
5.	Playing an instrument (solo or group)	
6.	Creative writing	
7.	Theater: acting or directing	
8.	Theater: working backstage	
9.	Calligraphy	
10.	Dance or choreography	
11.	Photography	
12.	Drawing or painting	
13.	Graphic design	
14.	Sculpture	
15.	Pottery or ceramics	

16.	Quilting or other fabric arts	
17.	Sewing, dressmaking, tailoring	
18.	Knitting, crocheting	
19.	Tin work	
20.	Jewelry making	
21.	Weaving	
22.	Storytelling	
23.	Landscape design	
24.	Building models	
25.	Flying kites	
26.	Upholstering	
27.	Interior decorating	
28.	Farm and ranch skills/animal husbandry	
29.	Hair dressing/cutting	
30.	Other	

CAREER AND OCCUPATIONAL SKILLS

1.	Sharing occupational skills from your field of work such as science/health fields, transportation, business, communications, etc.	
2.	Please specify area of expertise:	

3.	Career planning and guidance	
4.	Other	

We will use this inventory to match how your skills and talents could best be used to help support our school. Please let us know who you are, how we can reach you and the place and times you may be available to help.

Name: _____ Phone: _____

E-mail address: _____

I can help:

At School	At Home	Other

The best time for me to volunteer at school is:

Morning	Afternoon	After School Hours