



Guide to Working with  
Technical Volunteers

*Dear Friend,*

*We want to applaud and welcome your interest in being a technical volunteer and hope that your experience will be a rewarding one for you and the agency that you will serve at.*

*Please complete the Technical Volunteer Questionnaire before you arrive at your agency and present the form to the agency contact person.*

*Thanks and if you should have any questions please call Ken Nelson at 507-287-1958.*

*Ken Nelson  
Teaming for Technology*



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# Technical Volunteer Questionnaire

Appendix D

Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Emergency contact: \_\_\_\_\_ Phone number: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## Operating System Skills

Please describe your familiarity with the following operating systems, as well as whether you have advanced skills:

OS	Advanced?
<input type="checkbox"/> Windows 95	<input type="checkbox"/>
<input type="checkbox"/> Windows98	<input type="checkbox"/>
<input type="checkbox"/> Windows ME	<input type="checkbox"/>
<input type="checkbox"/> Macintosh	<input type="checkbox"/>
<input type="checkbox"/> Unix	<input type="checkbox"/>

## Network Operating System Skills

Please describe your familiarity with the following network systems, and select the level of your experience:

Network System _____	User	Administrator	Setup & Admin.
<input type="checkbox"/> Appleshare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Novell/Netware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> TCP/IP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Unix/Linux	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Windows 2000/or NT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Network Set Up Skills

Please indicate which of the following you have experience with:

<input type="checkbox"/> Firewalls	<input type="checkbox"/> WANS	<input type="checkbox"/> Remote access to a LAN
<input type="checkbox"/> Intranets	<input type="checkbox"/> Connecting LANs to the Internet	
<input type="checkbox"/> Peer to Peer	<input type="checkbox"/> Pulling Cable	

## Training

Please select the options that describe your training skills:

Tutoring                       Group Training                       Develop Training Materials



### **Hardware Skills**

Please describe your familiarity with the following hardware environments, and the level of your skill with each:

<b><u>Platform</u></b>	<b><u>Basic Troubleshooting</u></b>	<b><u>Thorough T/S, Repair</u></b>
<input type="checkbox"/> PC/Clone	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Macintosh	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LAN/Wiring	<input type="checkbox"/>	<input type="checkbox"/>

### **Office Applications**

Please select all the office suites, 'works' programs, or groupware you have experience using:

- Star Office     Lotus Notes     MS Office     MS Works

### **Databases / Programming**

Would you feel comfortable assessing a group's database needs?  yes

Please select the databases you have the most experience using:

- Access     Alpha 5     Approach     Clipper  
 dBase     FileMaker Pro     4th Dimension     Fox Pro  
 Oracle     Paradox     Q&A     Sybase

Please select the databases you have the most experience programming:

- Access     Alpha 5     Approach     Clipper  
 dBase     FileMaker Pro     4th Dimension     Fox Pro  
 Oracle     Paradox     Q&A     Sybase

Do you have experience modelling and designing organizational database systems?  yes

Do you have experience building, modifying, or maintaining membership, information and referral, or donor databases typically used by nonprofits?  yes

### **Internet Connectivity**

Please check any items that describe the type of Internet connections you have experience installing or maintaining:

- DSL     Cable Modem     ISDN  
 TCP/IP (dial up modem)     T1

### **Websites**

Please check any items that describe your experience with Web sites:

- Site Design     Basic Page Layout     Site Administration  
 Marketing the Site     E-commerce Needs Assessment

Please check any Web tools you are familiar with:

- PageMill     Front Page     HomeSite     GoLive  
 Dreamweaver     BBEdit     DeBabelizer

Please check any Web site "back-end" skills:

- Programming Languages     Database Integration     Web Server Set Up



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The following is a list of software and or languages that might be used for back-end Web site development and maintenance. Please check those that you have used:

- Java       Perl       ASP       Cold Fusion

**E-Mail**

Please indicate ways in which you can assist nonprofits with their e-mail accounts/set up:

- Set Up E-mail Server     Set Up a Listserv       Moderate Listservs

Please check the e-mail programs you are familiar with:

- Lotus Notes     MS Exchange       Eudora       Outlook  
 Exchange Server

**DTP / Multimedia / Graphics Applications**

Please select each area that you have the most skills to offer a school or group:

- Animation       Graphics       Desktop Publishing  
 Digital Imaging     Multimedia       Video

Please select the desktop publishing programs that you have the most experience using:

- Pagemaker       Publisher       Quark XPress  
 Ready Set Go     Ventura

Please select the graphics applications that you have the most experience using:

- Corel Draw!     Fractal Design       Freehand       Illustrator  
 Photoshop

Please select the presentation applications that you have the most experience using:

- Director       Powerpoint       Premiere

**Misc. Information:**

Please list the languages you are comfortable with, other than English: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you volunteered your tech skills before? If so, where?

\_\_\_\_\_

Is there anything else that you'd like us to know?

\_\_\_\_\_