

LearningQUEST Needs YOU

Question: Can you spare a few hours a week for a good cause?

Rewards: Personal satisfaction and new friendships.

Flexibility: You select the times that fit your schedule.

Process: List your skills/interests. We will help you match them to an activity.

Your profile (Circle the number of any that describe you):

1. I'm artistic.
2. I like to write/edit.
3. I am an organizer
4. I'm a people person
5. I love an audience
6. I have no problem asking for money; LQ is a worthy cause
7. I'm good with figures
8. I love to travel
9. I'm a great cook/enjoy entertaining
10. I have computer skills
11. I'm physically fit and energetic
12. I never go anywhere without my cellphone. Text me!
13. No skills; I just want to help
14. I don't really have time; well, maybe once a year
15. I have lots of time and want to become involved
16. I have audio-visual experience
17. I have trip planning/coordinating experience

Name _____

Telephone _____

Email _____

Specific Needs

<u>Job</u>	<u>Required Skills (any or all)</u>
Zoom	Ability to host Zoom meetings (license provided). Possibly train others to do this.
E-News	Any of these: writing, editing, graphics, formatting, distribution
Coordinator	Attend all sessions of a class, communicate with class members by email and/or phone, introduce presenter
Venue setup	Insure access, move furniture, lockup when necessary
Audio-visual	AV support to classes, maintain equipment, purchase new equipment, develop written equipment directions
Scheduling	Use Library computer program to schedule class times, locations, and meeting rooms. Coordinate with presenters by email or phone
Promoting membership	Contact potential volunteers. Assist with Rally Day, Open House, and Annual Meeting. Market LQ activities through posters, displays, media, etc.
Communication	Maintain website, Facebook page, E-news. Promote LQ on various media outlets.
Development	Research and write grants. Continue fundraising activities. Assist with developmental planning.
Hospitality	Provide decorations, setup and refreshments for LQ events. Some events are annual/semi-annual.
Computer assistance	A wide array of possibilities including catalog, data collection, AV support, and document control.
Finance	Bookkeeping, budgeting, compliance. Financial Policies and procedures