

Skills and Needs Survey for Precinct Chairs
Drafted by Linda Sandoval Foley, Precinct Chair 4340

Contact for feedback, suggestions: 817-237-9602 or lindasfoley@yahoo.com

Precinct _____ Pct Chair _____ Volunteer _____ Phone _____

Name _____ Email _____

Level 1-Beginner, Level 2 – Some skill/knowledge Level 3 - Competent

SKILL I can teach this	NEED To learn this	YES - NO LEVEL 1 – 2 - 3	COMPUTER SKILLS
			Type of software used:
			Can do Word Processing
			Can make labels and print envelopes
			Can create a mailing list
			Can use Excel
			Can use Access
			Can create fliers and brochures
			Can create sign-in sheets
			Can trouble-shoot computer-related problems
			MEDIA SKILLS
			Can write a Letter to Editor
			Can write a press release
			Can do a press, radio or TV interview
			Have contact info for local media
			Can create a public information program
			Can do a public presentation on an issue
			I have digital or regular camera
			I have digital or regular video camera
			I can make video copies or edit video tape
			I can make DVD's or CD's or edit digital formats
			I can set up public address systems

			INTERNET & EMAIL SKILLS
			Email service used:
			Can Send email via internet
			Can create email lists
			Know how to use various email features: BCC, CC, send attachments, change fonts, colors, etc.
			Can do research on the Internet
			Can create and maintain websites
			Can trouble-shoot internet problems
			VOTER LISTS
			I have my precinct's voter database in home computer
			I have paper copy of my precinct voter list (no computer)
			Can create walk list with voter database
			Can locate phone numbers on the Internet
			Can interpret voter history on voter list
			Can manipulate, format, sort the voter database
			CAMPAIGN SKILLS
			Can write a phone script
			<ul style="list-style-type: none"> • Can set up and run a phone bank
			<ul style="list-style-type: none"> • Can make phone calls
			Can write a canvass script
			<ul style="list-style-type: none"> • Can prepare a walk packet
			<ul style="list-style-type: none"> • Can do door-door canvassing
			Can build campaign signs
			Can deliver signs
			Can do a bulk mailing
			I have a list of all Precinct Chairs: a) hard copy b) electronic
			I can use a MAPSCO
			I can read a voter certificate

			I have volunteered in campaigns
			I am a Voter Registrar
			I have registered voters
			ELECTIONS
			I have run a primary election
			I can recruit election clerks
			I have run a precinct convention
			I have attended precinct conventions
			I have been a state delegate
			I understand the delegate selection rules
			I can write resolutions
			I have worked a General Election as: Election Judge _____ Alternate Judge _____ Clerk _____
			I have been a Poll Watcher
			I can access election information online for county or state
			I have worked Early Voting elections
			I understand how Early Voting works
			ADVOCACY – ACTION – LOBBYING
			I have contact info for elected officials
			I can make phone calls to elected officials on issues, votes
			I can make office visits related to issues, votes
			I can travel to Austin to lobby state legislature
			I receive information from advocacy groups about legislation
			I can participate in public actions, demonstrations, etc.
			OTHER
			I have artistic talent (draw, paint)
			I can create banners and posters
			I can design t-shirts
			I can sing _____ dance _____ play an instrument

