

Inventory and Action Tools



Individual Skills/Assets Inventory Inventory Tool

Name _____ Phone _____ Date _____

Health

- ☐ Caring for the Elderly
- ☐ Caring for the Mentally Ill
- ☐ Caring for the Sick
- ☐ Caring for Disabled People
- ☐ EMT or Emergency First Aid
- ☐ Nursing Experience
- ☐ Nutrition
- ☐ Exercise

Office

- ☐ Typing (wpm____)
- ☐ Taking Phone Messages
- ☐ Writing Business Letters
- ☐ Receiving Phone Orders
- ☐ Operating Switchboard
- ☐ Bookkeeping
- ☐ Computer Information Entry
- ☐ Computer Word Processing
- ☐ Other _____

Child Care

- ☐ Infant Care (0-1 yr)
- ☐ Child Care (1-6 yrs)
- ☐ Adolescent Care (7-13 yrs)
- ☐ Taking Kids on Field Trips
- ☐ Pre-school Care

Construction & Repair

- ☐ Painting
- ☐ Plumbing
- ☐ Electrical
- ☐ Carpentry
- ☐ Brick and Masonry
- ☐ Wall Papering
- ☐ Furniture Repairs
- ☐ Locksmith or Lock Repairs
- ☐ Building Garages
- ☐ Dry-walling and Taping
- ☐ Cabinetmaking
- ☐ Welding and Soldering
- ☐ Concrete Work
- ☐ Heating & Cooling Systems
- ☐ Flooring & Carpeting
- ☐ Roofing
- ☐ Other _____

Maintenance

- ☐ Floor Cleaning/Refinishing
- ☐ Carpet Cleaning
- ☐ Household Cleaning
- ☐ Lawn Mowing and Yard-work
- ☐ Gardening
- ☐ Tree & Shrubbery Care

Food

- ☐ Catering
- ☐ Preparing for Many People
- ☐ Serving to Many People
- ☐ Operating Commercial Equip
- ☐ Baking
- ☐ Meat Cutting & Preparation
- ☐ Bartending

Transportation

- ☐ Driving a Car
- ☐ Driving a Van
- ☐ Driving a Bus
- ☐ Driving a Tractor-Trailer
- ☐ Driving a Commercial Truck
- ☐ Operating Farm Equipment
- ☐ Driving Emergency Vehicles

Supervision

- ☐ Writing Reports
- ☐ Filling Out Forms
- ☐ Working with a Budget
- ☐ Recording of Activities
- ☐ Writing Proposals or Grants
- ☐ Planning Projects
- ☐ Supervising Projects
- ☐ Other _____

Individual Skills Inventory Tool

(page 2)

Equipment & Machinery

- ☐ Radio, TV, VCR Repair
- ☐ Small Appliance Repair
- ☐ Auto/Van Repair
- ☐ Truck/Bus Repair
- ☐ Farm Equipment Repair
- ☐ Operating a Forklift
- ☐ Household Equipment Repair
- ☐ Washer & Dryer Repair
- ☐ Operating a Crane
- ☐ Small Engine Repair
- ☐ Jewelry & Watch Repair
- ☐ Other _____

Sales

- ☐ Cash Register Operation
- ☐ Selling Products Wholesale
- ☐ Selling Products Retail
- ☐ Selling Services
- ☐ Phone Sales or Service
- ☐ Other _____

Arts

- ☐ Drawing or Painting
- ☐ Singing
- ☐ Playing an Instrument
- ☐ Dancing
- ☐ Acting
- ☐ Other _____

Security

- ☐ Guarding Property
- ☐ Armed Guard
- ☐ Crowd Control
- ☐ Alarms & Security Systems
- ☐ Firefighting
- ☐ Law Enforcement
- ☐ Other _____

Personal Care

- ☐ Sewing
- ☐ Knitting or Crocheting
- ☐ Hair Cutting & Styling
- ☐ Massage Therapy
- ☐ Other _____

Other

- ☐ Furniture/Equipment Moving
- ☐ Sports Organizing/Coaching
- ☐ Recreation Supervision
- ☐ Community Surveys
- ☐ Committee Organizing
- ☐ Committee Chairperson
- ☐ Meeting Facilitator
- ☐ Foreign Language _____
- ☐ Local Community Historian
- ☐ Cultural Historian
- ☐ Real Estate Appraiser
- ☐ _____

Priority Skills

1. What three skills do you think you do best?

a) _____ b) _____ c) _____

2. Which of all your skills are good enough that other people would hire you to do them?

a) _____ b) _____ c) _____

3. Which skills would you most like to teach?

a) _____ b) _____ c) _____

4. Which skills would you most like to learn?

a) _____ b) _____ c) _____

Individual Community Skills/Assets Inventory Inventory Tool



Name _____

Phone _____

Date _____

For Individuals: Have you ever organized or participated in any of the following community activities? If yes, place a check mark in the box provided.

<input type="radio"/> 4-H clubs <input type="radio"/> Boy Scouts / Girl Scouts <input type="radio"/> Church Fund-raiser <input type="radio"/> Bingo <input type="radio"/> School-Parent Associations <input type="radio"/> Sports Teams <input type="radio"/> Camp Trips for Youth <input type="radio"/> Field Trips <input type="radio"/> Other Community Work _____ _____ _____ _____	<input type="radio"/> Political Campaigns <input type="radio"/> Neighborhood/Block Clubs <input type="radio"/> Community Groups <input type="radio"/> Yard/Rummage Sales <input type="radio"/> Community Gardens <input type="radio"/> Neighborhood Associations <input type="radio"/> Recreation Clubs <input type="radio"/> Arts Organizations <input type="radio"/> Other Clubs or Organizations _____ _____ _____ _____
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Look at this list again. Which of these activities would you be willing to participate in as part of Building Your Community? List the top three and any others.

1. _____

2. _____

3. _____

Others: _____



Page ____ of ____

Phone Number

[illegible]

Civic Events: art fair, health fair, 4th of July, town festival, ...



Institutional Assets Inventory Inventory Tool

Community _____

Date _____

Page ____ of ____

Name of Institution

Contact Person

Phone Number

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Examples

Health Care: hospitals, health clinics, dentists, ...

Educational: public schools, private schools, ...

Political: county government, state government, human service agencies, ...

Other: law enforcement, fire and rescue, ... churches, temples, synagogues, ...

Local Business Assets Inventory Inventory Tool



Community _____ Date _____ Page ____ of ____

Name of Business	Type of Business	Contact Person	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examples

Manufacturing: farm equipment, irrigation, electrical, tools, food processing, ...

Agriculture: machinery & equipment, livestock, grain & other crops, pesticides, seed & fertilizer, ...

Retail: hardware, groceries, clothing, drug store, florist, ...

Other: meat packing, cafes & restaurants, country clubs, motels, auto & truck repair, ...



Previous Efforts Assets Inventory Inventory Tool

Community _____ Date _____ Page ____ of ____

Previous Effort/Activity	Resulting Information/Action	Who Was Involved & When
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Examples

community planning, community economic development, program and service development, community visioning, and other community development/involvement activities...



Community Action Activities Inventory

Evaluation of Success Action Tool

Community _____ Date _____ Page ____ of ____

Type of Activity	Who Was Responsible	When It Took Place	Difference Made
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examples