

CAPACITY BUILDING PROGRAM OPPORTUNITY SURVEY

For each column, assign a number of points between 1 to 5 to reflect how applicable each statement is to your company or organization.

1. Strongly Disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly Agree

PTS	Column A	PTS	Column B
	We would like to build our capacity, but have limited funding for expansion		Our company can benefit from occasional extra support
	We have more work than our current staff can handle		We have specific causes or areas of need that align with our company's mission
	We can benefit from quality pro-bono short-term / seasonal help		We would like to increase the awareness of our organization and its mission within our community
	We have tasks suitable for a virtual assistant		We can benefit from project-based pro-bono support
	We have repetitive tasks that can be delegated		We can benefit from year-round support with repetitive administrative tasks
	We want to identify and hire future talent to build a talent pipeline		We would like to increase the amount of support we can provide to the communities we serve
	Community engagement and corporate social responsibility are important to us		We would like to increase our impact in the community
	We would like employees to develop and/or enhance their leadership skills		We have thought about bringing on volunteers but have no idea where to start
	We want to mentor the upcoming generation of employees in our industry		
	We want to stay on top of industry trends		
	We have thought about bringing on an intern but have no idea how to do it		
	Total		Total

Score Card Pts	Results Internship Program Capacity Builder	Score Card	Results Volunteer Program Capacity Builder
0-15 pts	An internship program may not be the best program for you right now	0-8 pts	A volunteer program may not be the best program for you right now
16- 32 pts	You can definitely benefit from an internship program	10 -18 pts	You can definitely benefit from a volunteer program
32-55 pts	Exciting! Don't Delay! Start Your Internship Program Right Away!	18 – 40 pts	Exciting! Don't Delay! Start Your Internship Volunteer Program Right Away!