



Hmong Resource Fair
 c/o Hmong Education & Resources Today (HE&RT)
 217 Mackubin Street
 Saint Paul, Minnesota 55102
 651.238.1869
 hmongresourcefair@yahoo.com
 www.hmongresourcefairmn.org

COMMITTEE APPLICATION FORM

Name: _____ Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Occupation: _____ Employer: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Best way to reach me: (please indicate one, but fill in all applicable information)

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Hmong Resource Fair makes it a goal to work with diverse professionals and partners to maximize the amount of resources that can be provided for the community. Members of the committees should be reflected from the points of various community resources such as ethnic, racial, educational, civic, and socioeconomic background. To help the Hmong Resource Fair Committee fulfill this commitment, please check the appropriate designations.

Gender	Ethnic Background
<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic/Latino
	<input type="checkbox"/> Native American <input type="checkbox"/> White <input type="checkbox"/> Other (please specify): _____

Please indicate what volunteer experiences and leadership roles you have had in community, business, and non-profit organizations.

Where would the Hmong Resource Fair fit in your priorities of extra activities?

What current or previous involvement have you had with Hmong Resource Fair, Hmong community, or other diverse communities? If you have worked with the Hmong Resource Fair, please indicate what years you were involved.

How did you hear about the Hmong Resource Fair and why are you interested in serving on the committee?

Volunteer References

Name: _____ Relationship: _____ Telephone Number: _____

Name: _____ Relationship: _____ Telephone Number: _____

Name: _____ Relationship: _____ Telephone Number: _____

I would consider participating in the following subcommittees: (check all that apply)

- Activity Centers Logistics Public Relations/Outreach Refreshments
 Sponsorship/Partnership Vendors Volunteers/Recognition Other: _____

NOTE: All committee members must participate on at least one subcommittee.

MARK YOUR PROFESSIONAL SKILLS WITH A 1 AND YOUR AREAS OF INTEREST WITH A 2

General Management

- _____ General management
_____ Joint ventures/mergers
_____ Unions
_____ Office management
_____ Organization assessment
_____ Project management
_____ Service on a nonprofit board

Organizational Development and Training

- _____ Meeting facilitation
_____ Change management
_____ Conflict/crisis management
_____ Team building
_____ Training
_____ Leadership development
_____ Diversity training
_____ Professional coaching
_____ Board development
_____ Strategic Planning

Resource Development

- _____ Individual solicitation
_____ Business development
_____ Fundraising/event planning
_____ Grant writing/foundation experience

Communications

- _____ Logo/identity/brand development
_____ Public/media relations
_____ Event planning
_____ Photography
_____ Web page development
_____ Marketing/advertising

Legal

- _____ Corporate
_____ Personnel
_____ Tax
_____ Real property
_____ Estate planning

Financial Management

- _____ Basic accounting set-up
_____ Financial report development
_____ Budgeting
_____ Cash flow
_____ Forecasting
_____ Financial analysis
_____ Fund accounting
_____ Audit preparation
_____ Trainer/presenter

Facilities and Operations

- _____ Space layout and use
_____ Site selection
_____ Design
_____ Construction

Human Resources

- _____ Benefits/compensation
_____ Personnel policies
_____ Job description/analysis
_____ Performance appraisals
_____ Executive search/selection

Information Systems

- _____ Systems analysis
_____ Hardware specifications
_____ Software selection
_____ Hardware installation
_____ Database development
_____ Network support
_____ Internet use
_____ Web page design
_____ Telephone systems
_____ Training

Other

- _____ Risk management
_____ Insurance
_____ Evaluation
_____ Program development
_____ Governmental

What else would you like us to know? (i.e. inspirations, quotes, favorite books, heroes, super powers, etc.)
