

Center for Urban Affairs
and Policy Research
NORTHWESTERN UNIVERSITY

May 22, 1987

Mr. George Dusharme
P.O. Box 93
Granby, CT 06060

Dear George:

I am finally settled back in Chicago for a few days. It was both refreshing and inspiring to meet the people with whom you work and to better understand the creativeness of the inventions that you and Beth have undertaken.

I want to thank you for your hospitality. Would you also tell Pat how much I appreciate her good work.

On my return I read carefully the testimony of Todd Kilroy. It is the most significant statement of our goals that I have ever seen. Would you tell Todd how much I am impressed by his statement. I will be copying it and sending it to people throughout the United States. I am very sorry that I did not have a chance to say goodbye to Todd before leaving.

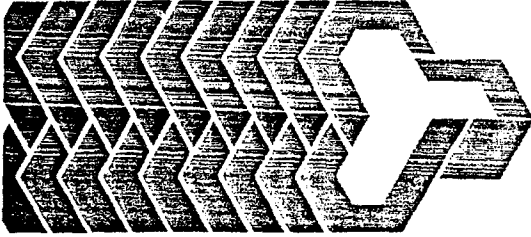
I have your note asking me to reserve April 19, 20 and 21. Frankly, I really can't afford three-day ventures any more. Could you pin this down to one day and let me know when it would be?

I am looking forward to seeing you again in Philadelphia and October.

Appreciatively,

John L. McKnight
Director of Community Studies

JLM:km



Center for Urban Affairs
and Policy Research
NORTHWESTERN UNIVERSITY

May 21, 1987

Mr. George Ducharme
Northspring
P.O. Box 93
North Granby, CT 06060

Dear George:

John asked me to send you a copy of the latest version of our Capacity Inventory. A copy is enclosed.

Hope everything is going well for you. Enjoy your summer!

Sincerely,

Alice Murray

CAPACITY INVENTORY V © *

Hello. I'm _____ (NAME) _____ with the Uptown Center Hull House or Howard Area Community Center. We're talking to local people about what skills they have. With this information we hope to help people start businesses. I'd like to ask you some questions about your skills and where you have used them. Your participation is voluntary, and the information is confidential.

PART I. SKILLS INFORMATION

A. Now I'm going to read you a list of skills around which people build different kinds of small neighborhood businesses. It's an extensive list so I hope you'll bear with me. I'll read the skills and you stop me whenever we get to one you have. We are interested in your skills and abilities. We are especially interested in skills and abilities you've learned through experience in the home or with the family. Also skills you've learned at church or elsewhere, as well as any skills you've learned on the job.

* Prepared jointly by Brandon Neese, Howard Area Community Center, Dennis Marino, Uptown Center of Hull House and John McKnight, Northwestern University. Use of this Inventory is encouraged and granted by the designers to not-for-profit neighborhood-based organizations with the condition that they contact John McKnight, at the following address, regarding how the Inventory is used. John McKnight, Center for Urban Affairs and Policy Research, Northwestern University, 2040 Sheridan Road, Evanston, IL, 60201 (Phone: 312-491-3395).

	Yes	Job	Home	Other
<u>I. Maintenance</u>				
1. <u>Window Washing</u>				
2. <u>Floor Waxing or Mopping</u>				
3. <u>Washing and Cleaning Carpets and Rugs</u>				
4. <u>Routing Clogged Drains</u>				
5. <u>Using a Handtruck in a business</u>				
6. <u>Caulking</u>				
7. <u>General Household Cleaning</u>				
8. <u>Fixing Leaky Faucets</u>				
9. <u>Mowing Lawns</u>				
10. <u>Planting & Caring for Gardens</u>				
11. <u>Pruning Trees & Shrubbery</u>				
12. <u>Cleaning or Maintaining Swimming Pools</u>				
13. <u>Floor Sanding or Stripping</u>				
14. <u>Wood Stripping and Refinishing</u>				
<u>II. Health</u>				
1. <u>Caring for the Elderly</u>				
2. <u>Caring for the Mentally Ill</u>				
3. <u>Caring for the Sick</u>				
4. <u>Caring for the Physically Disabled or Retarded</u>				

(IF YES ANSWERED TO ITEMS 1, 2, 3 or 4, ASK THE FOLLOWING:)

Now, I would like to know about the kind of care you provided.

	Yes	Job	Home	Other
5. <u>Bathing</u>				
6. <u>Feeding</u>				
7. <u>Preparing special diets</u>				
8. <u>Exercising & Escorting</u>				
9. <u>Grooming</u>				
10. <u>Dressing</u>				
11. <u>Making the Person Feel at Ease</u>				

III. Construction of a Building

1. <u>Painting</u>				
2. <u>Porch Construction or Repair</u>				
3. <u>Tearing Down Buildings</u>				
4. <u>Knocking Out Walls</u>				
5. <u>Wall Papering</u>				
6. <u>Furniture Repairs</u>				
7. <u>Repairing Locks</u>				
8. <u>Building Garages</u>				
9. <u>Bathroom Modernization</u>				
10. <u>Building Room Additions</u>				
11. <u>Tile Work</u>				
12. <u>Installing Drywall & Taping</u>				
13. <u>Plumbing Repairs</u>				
14. <u>Electrical Repairs</u>				
15. <u>Bricklaying & Masonry</u>				

STOP AFTER #15 IF NO AFFIRMATIVE RESPONSE TO #1-15.

		Yes	Job	Home	Other
16.	<u>Cabinet Making</u>				
17.	<u>Kitchen Modernization</u>				
18.	<u>Furniture Making</u>				
19.	<u>Installing Insulation</u>				
20.	<u>Plastering</u>				
21.	<u>Soldering & Welding</u>				
22.	<u>Concrete Work (sidewalks)</u>				
23.	<u>Installing Floor Coverings</u>				
24.	<u>Repairing Chimneys</u>				
25.	<u>Heating or cooling system installation</u>				
26.	<u>Putting on Siding</u>				
27.	<u>Tuckpointing</u>				
28.	<u>Cleaning chimneys (chimney sweep)</u>				
29.	<u>Installing Windows</u>				
30.	<u>Building Swimming Pools</u>				
31.	<u>Carpentry skills</u>				
32.	<u>Roofing Repair or Installation</u>				
<u>IV. Office</u>					
1.	<u>Typing (words per minute)</u>				
2.	<u>Operating Adding Machine/ Calculator</u>				
3.	<u>Filing Alphabetically & Numerically</u>				
4.	<u>Taking Phone Messages</u>				

	Yes	Job	Home	Other
5. <u>Writing Business Letters (not typing)</u>				
6. <u>Receiving Phone Orders</u>				
7. <u>Operating Switchboard</u>				
8. <u>Keeping Track of Supplies</u>				
9. <u>Shorthand or Speedwriting</u>				
10. <u>Bookkeeping</u>				
11. <u>Entering Information into Computer</u>				
12. <u>Word Processing</u>				
<u>V. Operating Equipment and Repairing Machinery</u>				
1. <u>Repairing Radios, T.V.'s, VCR's, Tape Recorders</u>				
2. <u>Repairing Other Small Appliances</u>				
3. <u>Repairing Autos</u>				
4. <u>Repairing Trucks/Buses</u>				
5. <u>Repairing Auto/Truck/Bus Bodies</u>				
6. <u>Using a Forklift</u>				
7. <u>Repairing Large Household Equipment (e.g. refrigerator)</u>				
8. <u>Repairing Heating & Air Conditioning System</u>				
9. <u>Operating a Dump Truck</u>				
10. <u>Fixing Washers/Dryers</u>				
11. <u>Repairing elevators</u>				
12. <u>Operating a Crane</u>				
13. <u>Assembling Items</u>				

	Yes	Job	Home	Other
VI. <u>Food</u>				
1. <u>Catering</u>				
2. <u>Serving Food to Large Numbers of People (over 10)</u>				
3. <u>Preparing Meals for Large Numbers of People (over 10)</u>				
4. <u>Clearing and Setting Tables for Large Numbers of People (over 10)</u>				
5. <u>Washing Dishes for Large Numbers of People (over 10)</u>				
6. <u>Operating Commercial Food Preparation Equipment</u>				
7. <u>Bartending</u>				
8. <u>Meatcutting</u>				
9. <u>Baking</u>				
VII. <u>Transportation</u>				
1. <u>Driving a Car</u>				
2. <u>Driving a Van</u>				
3. <u>Driving a Bus</u>				
4. <u>Driving a Taxi</u>				
5. <u>Driving a Tractor Trailer</u>				
6. <u>Driving a Commercial Truck</u>				
7. <u>Driving a Vehicle and Delivering Goods</u>				
8. <u>Hauling</u>				
9. <u>Operating Farm Equipment</u>				
10. <u>Driving an Ambulance</u>				

	Yes	Job	Home	Other
VIII. <u>Child Care</u>				
1. <u>Caring for Babies (under 1 year)</u>				
2. <u>Caring for Children (1 to 6)</u>				
3. <u>Caring for Children (7 to 13)</u>				
4. <u>Taking Children on Field Trips</u>				
IX. <u>Supervision</u>				
1. <u>Writing Reports</u>				
2. <u>Filling out Forms</u>				
3. <u>Planning Work for Other People</u>				
4. <u>Directing the Work of Other People</u>				
5. <u>Making a Budget</u>				
6. <u>Keeping Records of All Your Activities</u>				
7. <u>Interviewing People</u>				
X. <u>Sales</u>				
1. <u>Operating a Cash Register</u>				
2. <u>Selling Products Wholesale or for Manufacturer</u>				
A. (If yes, which products?) _____				
3. <u>Selling Products Retail</u>				
A. (If yes, which products?) _____				
4. <u>Selling Services</u>				
A. (If yes, which services?) _____				

5. How have you sold these products or services?

(Check mark if yes)

- A. Door to Door
- B. Phone
- C. Mail
- D. Store
- E. Home

	Yes	Job	Home	Other
XI. <u>Music</u>				
1. <u>Singing</u>				
2. <u>Play an Instrument</u>				
A. Which Instrument? _____				
XII. <u>Security</u>				
1. <u>Guarding Residential Property</u>				
2. <u>Guarding Commercial Property</u>				
3. <u>Guarding Industrial Property</u>				
4. <u>Armed Guard</u>				
5. <u>Crowd Control</u>				
6. <u>Ushering at Major Events</u>				
7. <u>Installing Alarms or Security Systems</u>				
8. <u>Repairing Alarms or Security Systems</u>				
9. <u>Firefighting</u>				

	Yes	Job	Home	Other
XIII. <u>Other</u>				
1. <u>Upholstering</u>				
2. <u>Sewing</u>				
3. <u>Dressmaking</u>				
4. <u>Crocheting</u>				
5. <u>Knitting</u>				
6. <u>Tailoring</u>				
7. <u>Moving Furniture or Equipment to Different Locations</u>				
8. <u>Managing Property</u>				
9. <u>Assisting in the Classroom</u>				
10. <u>Hair Dressing</u>				
11. <u>Hair Cutting</u>				
12. <u>Phone Surveys</u>				
13. <u>Jewelry or Watch Repair</u>				

XIV. Skills

A. Are there any other skills which you have which we have not mentioned?

B. When you think about your skills, what three things do you think you do best?

1. _____

2. _____

3. _____

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

1. _____
2. _____
3. _____

D. What three skills would you most like to learn?

1. _____
2. _____
3. _____

E. Are there any skills you would like to teach?

1. _____
2. _____
3. _____

F. Please describe other special interests or activities that you have been involved with (e.g. sports, artistic activities, crafts, crossword puzzles, fishing, gardening, swimming)

G. Have you ever organized or helped organize any of the following community activities? (Check mark if yes)

1. Boy Scouts/Girl Scouts
2. Church Fund-Raisers
3. Bingo
4. School Parent Associations
5. Sports Teams
6. Camp Trips for Kids
7. Field Trips
8. Political Campaigns
9. Block Clubs
10. Community Group
11. Rummage Sales
12. Yard Sales
13. Church Suppers
14. Community Garden

H. Have you ever worked on a farm? If so, where and what did you do?

PART II. WORK EXPERIENCE

Now that we have discussed your skills, we would like to get a sense of your work experience.

A. Are you currently employed? Yes No

Are you between jobs? Yes No

1. If employed, what is your job title and what skills do you use on the job?

A. Are you employed part-time or full-time?

B. (If working part-time) Would you like additional work?

2. If not employed, are you interested in a job? Yes ___ No ___

A. Full-time

B. Part-time

C. Are there things that would prevent you from working right now? _____

B. What were your previous jobs?

1. _____

2. _____

3. _____

C. Have you ever been self employed? Yes ___ No ___

1. If yes, describe

D. Have you ever operated a business from your home? Yes ___ No ___

2. If yes, describe

PART III. EDUCATION AND TRAINING

A. How many years of school did you complete?

1 2 3 4 5 6 7 8 9 10 11 12 (High School Diploma)

13 14 15 16 (College Degree) (Advanced Degree)

B. Do you have a GED? Yes ___ No ___

C. Have you participated in any training programs which were not part of your regular school studies? Yes ___ No ___

1. If yes, what kind of training did you participate in?

2. What kind of work did that training prepare you for?

PART IV. ENTERPRISING ATTITUDES AND EXPERIENCE

A. Have you ever considered starting a business? Yes ___ No ___

1. If yes, what kind of business did you have in mind?

2. Did you plan to start it alone or with other people? Alone ___ Others ___

3. Did you plan to operate it out of your home? Yes ___ No ___

B. Are you currently earning money on your own through the sale of services or products? Yes ___ No ___

1. If yes, what are the services or products you sell?

2. Who do you sell to?

3. How do you do this?

C. What types of businesses are needed in the neighborhood?

D. What businesses do we have in the neighborhood which are so unsatisfactory that we should consider starting new, competing businesses?

E. What is the biggest obstacle which you face in starting a business?
Are there others?

PART V. PERSONAL INFORMATION

Name: _____

Address: _____

Phone: _____

Age: _____ (If a precise age is not given, ask whether
the person is in the teens, 20's, 30's, etc.)

Sex: M F

Thank you very much for your time. We will send you a summary of your responses and the responses of others to this questionnaire.

° Source:

° Place of Interview:

° Interviewer: