Klarstig

# Volunteer Management Construction Customer Discovery Questionnaire

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Describe your needs and experience so the receiving team can understand priorities and plan the next step. Use examples where possible.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference**

Optional. Leave blank if you do not want to identify yourself in this local draft.

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**How do you handle this today ***

(Free-text answer - not filled in for this example)

**What is your most important need ***

(Free-text answer - not filled in for this example)

**What makes this difficult ***

(Free-text answer - not filled in for this example)

**What would a successful outcome look like ***

Reach more local families this year and support a youth reading program with visible community results.

**How often does this arise**

Weekly

**Which change would help most**

(Free-text answer - not filled in for this example)

## Specific details

**Your role and the process you are trying to improve**

Complete when relevant to this request.

Program coordinator

### Current tools workarounds and how you judge value

(Free-text answer - not filled in for this example)

## Operating context

### Project site and work phase

Complete when relevant to this request.

Main hall, Room 2

### Site access coordination dependencies and working hours

(Free-text answer - not filled in for this example)

## Team specific details

### Volunteer role coordinator and planned activity

Complete when relevant to this request.

Program coordinator

### Availability orientation supervision support and hours recording

(Free-text answer - not filled in for this example)

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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