ORGANIZATION INTAKE FORM

We appreciate your utilization of McKendree University student volunteers. To better serve you, would you please complete the following questions?

Organization Name________________________________________
Organization Address________________________________________
Organization Contact________________________________________
Organization Contact Information (Ph.) __________________________
(E-mail) _________________________________________________
Population of Organization (i.e. Elderly) __________________________

1. Would you be willing to have McKendree volunteers at your agency for a one-time event or special project? (i.e. campus wide community service day)
   ___Yes     ___No     ___Other _________

2. Would you be willing to have McKendree volunteers at your agency once a week or more?
   ___Yes     ___No     ___Other _________

3. Would you be able to accommodate regularly scheduled McKendree volunteers without knowing the exact number of students participating?
   ___Yes     ___No     ___Other _________

4. How far in advance would you need to know the number of volunteers attending for the day?
   ___We can accommodate upon arrival    ___1 hour before
   _____A few hours before   ____The day before     _____A week before
   ___Other _________
5. In what type of regular projects would students be most helpful (may choose more than one)?
   _____Crafts           _____Child Care           _____Manual Labor
   _____Field Trips       _____Tutoring            _____Administrative tasks
   _____Outreach/Advocacy _____Other

6. Can the Center for Community Service include your organization name on our webpage with a brief description of the service opportunities available? (Please attach a paragraph of 3-5 sentences what you would like our webpage to say about your organization and volunteer opportunities.)
   ____Yes       ____No

7. What are the requirements for volunteers coming to your agency? (i.e. One hour training)

8. What else would you like McKendree’s Center for Community Service to know about sending volunteers to your agency/organization?