

CLUES LOCAL ORGANIZATIONS AND AGENCIES SURVEY

Please fill in as many areas as apply to your agency/program. Thank you.

Copy this form and fill in a separate one for each program your agency offers.

Visit our database at web2.clueslibs.org or www.clueslibs.org

Information!

Send this completed form to:

CONTACT INFORMATION

Agency Name: _____

Program Name (if different from Agency): _____

Contact Person: _____

Main Address (include PO Box numbers, Suite numbers, etc.):

Phone: _____ **TDD/TTY:** _____ **Voice Mail:** _____

Fax: _____ **E-mail:** _____

Alternate Agency Address :

Alternate Phone: _____

PROGRAM AVAILABILITY INFORMATION

Days and Hours of Operation: Day Times

Monday	_____ to _____
Tuesday	_____ to _____
Wednesday	_____ to _____
Thursday	_____ to _____
Friday	_____ to _____
Saturday	_____ to _____
Sunday	_____ to _____

For seasonal programs, starting/ending dates: _____

Fees, if any: _____

Number of slots available: _____

Description of Program: _____

Other Support/Referral Services: _____

Eligibility/Admission Criteria:

Waiting Period: _____

Target Population: _____

Geographic Area Served: _____

Language(s): _____

Transportation/Directions: _____

Disabled Access: _____

On-site Child Care: _____

ADDITIONAL AGENCY DESCRIPTION

Personnel: _____

Affiliations: _____

Funding Source(-s): _____

Credentials: _____

Publications: _____

Volunteer Opportunities: _____

Speakers/Presentations: _____

Web Site: _____

FOR PERFORMERS OR PRESENTATIONS

Performer/Presentation Description: _____

Biographical/Historical Information: _____

MEETING FACILITIES

Do you offer meeting space to other groups? _____ **Fee:** _____

Eligibility to use: _____

Kitchen available?: _____ **Equipment on-site:** _____

Contact Person: _____ **Phone:** _____

OTHER INFORMATION:

Please include here any other information about your services that could not be included in the above areas. Feel free to include with this form, any brochures or descriptive materials you have.

Can you recommend another local agency/program for inclusion in our database?
