



# MCKENDREE UNIVERSITY

## 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?

