



New Agency Information Form

Please complete and return form to communityresources@uwgc.org. Disregard page 3 if you do not have multiple locations.

1. Name of Organization:

2. Street Address – Primary Location:

Please list any branches or satellite offices on the "Other Locations" page

3. Mailing Address *(if different)*:

4. Phone and Fax Numbers:

- Administrative:
- Toll-Free:
- Fax:
- Automated:
- TTY/TDD:
- Other:

5. Email Addresses (Public):

6. Website Address:

May we include a link from our web page to yours? yes no

7. Office Hours:

8. Director's Name and Title:

Director's Email Address:

Director's Phone Number:

9. Other Contact Person Name and Title:

Other Contact's Email Address:

Other Contact Phone Number:

Should this person receive notification for annual updates (yes/no):

10. Agency Type: *(check the one that applies)*

Not for Profit For Profit Church Other:_____

Public (City) Public (State) Public (County) Public (Federal)

11. Briefly summarize your agency and its mission in one paragraph:

12. Is the building/office accessible to people with disabilities? yes no

13. Is your agency located on a bus route? yes no

If yes, which bus route?

14. What year was your organization founded or incorporated?

15. IRS Status and Tax ID:

16. May we include your organization:

- in our online database www.211uwqc.org? yes no
- in special directories and mailing lists? yes no

Completed By Name and Title:

Date:

Other Locations

Do you have additional branch or satellite offices not listed on the first page? If so, list them here. Please copy this page if you have more than 2 branch or satellite offices.

Name of Branch/Site:
Street Address:
Mailing Address:
Phone Numbers:
Site Director/Manager:
Hours of Operation:
Description <i>(which programs are held at this site, etc.):</i>

Name of Branch/Site:
Street Address:
Mailing Address:
Phone Numbers:

Site Director/Manager:

Hours of Operation:

Description *(which programs are held at this site, etc.):*

To download a digital copy of this form, click the QR code below or visit

<https://bc-unitedway.org/update-211-information>.

