

REVISION FORM INSTRUCTIONS:

Fill-in the blanks for what needs to be replaced on your home page. If you are adding something to what already exists write (add) beside it. If you need something deleted print out your current home page and clearly mark what sections or words need to be deleted and submit with this form.

Return completed form to:
Knoxlink.org
c/o United Way of Knox Co.
110 East High Street
Mount Vernon, OH 43050
Or fax to 740 397-5762

Organization Name:

Date:

Contact Name:

Title:

Should this person's name be listed on your page? Yes or No

Mailing Address:

Physical Address:

City:

State:

Zip:

Primary Phone:

Primary Fax:

Email (this will be listed on your page):

Web link:

Please name and give brief descriptions for each volunteer opportunity at your agency. You may want to note seasonal opportunities vs. ongoing opportunities:

Vol. Opp 1:

Vol. Opp 2:

Vol. Opp. 3:

Vol. Opp. 4:

Vol. Opp. 5:

Vol. Opp. 6:

Paid Full-Time Staff:

Paid Part-Time Staff:

Hours of Operation:

Agency Status (501(c)(3),etc.):

Year Organized:

Handicap Accessibility Details:

General Parking Details:

Other Names, Nicknames, etc. for your Organization:

Overall Agency Description (2-3 sentences):

Please list programs that you provide with a short description of each program by name (max. of 10 programs). Words listed in this section, as well as on this entire form become key words that people can use in a general word search. Make sure that you incorporate any words or program names that people will reference in a search (e.g. food stamps, Metro, WIC, etc.).

Program Name - description:

1
2
3
4
5
6
7
8
9
10

We wish to have a photo on our page:

yes **no**

If yes, please indicate how you will send that photo to United Way:

electronic upon request

will mail hard copy for United Way to scan upon notification of acceptance

We wish to have our logo on our page:

yes **no**

If yes, please indicate how you will send that logo to United Way:

electronic upon request

will mail hard copy for United Way to scan upon notification of acceptance

Your agency page will appear under the following categories that you select (choose the top categories that best fit your agency):

- | | |
|---|--|
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Legal Assistance |
| <input type="checkbox"/> Crisis Intervention | <input type="checkbox"/> Parent Education |
| <input type="checkbox"/> Early Care and Education | <input type="checkbox"/> Recreation & Hobbies |
| <input type="checkbox"/> Education (K-Adult) | <input type="checkbox"/> Religious & Spiritual Support |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Senior Support |
| <input type="checkbox"/> Financial Assistance | <input type="checkbox"/> Support Groups |
| <input type="checkbox"/> Food | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Health & Wellness | <input type="checkbox"/> Youth Programs |
| <input type="checkbox"/> Housing/Shelter | |