

Member's Profile Questionnaire

ID No Agency Name

Address

 Suburb
 State Post Code

Postal Address

 Suburb
 State Post Code

Email Address

Website Address

Admin Phone Client Phone1 Client Phone2 TTY Phone Fax

Aust Tax Office Status Charitable DGR PBI Year Agency Commenced

CIVic Member Type Full Associate

Date Joined

Contacts

	Email	Phon
Coordinator	<input type="text"/>	<input type="text"/>
Chairperson/President	<input type="text"/>	<input type="text"/>
Volunteer Coordinator	<input type="text"/>	<input type="text"/>

Operating Hours

Monday:	<input type="text"/>	<input type="text"/>	Open evening hours <input type="checkbox"/> Memo: <input type="text"/>
Tuesday:	<input type="text"/>	<input type="text"/>	
Wednesday:	<input type="text"/>	<input type="text"/>	
Thursday:	<input type="text"/>	<input type="text"/>	
Friday:	<input type="text"/>	<input type="text"/>	
Saturday:	<input type="text"/>	<input type="text"/>	
Sunday:	<input type="text"/>	<input type="text"/>	
Memo:	<input type="text"/>		

Funding

Staffing: Number of Paid Staff EFT Paid Staff Number of Volunteers

Recurrent Annual
Funding

Sources - please list main source/s for each category

Local Government:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
State Government:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
Federal Government:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
Philanthropic:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
Donations:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
Other:	<input type="checkbox"/>	<input type="text"/>	\$0	<input type="text"/>
Inkind:	<input type="checkbox"/>	Please list types <input type="text"/>		

Services Offered

Tick for "Yes" leave blank for "No"

Information

Information Provision:

Post Code Bound?

Support Services

Advocacy:

Referral:

Negotiation:

Case Management:

Personal Counselling:

Family Services:

Job Services Australia:

Needle Exchange:

Youth Services:

Settlement Services:

Tourist Information:

Legal Services:

Other (please list):

Text input boxes for listing other services.

Post Code Bound (please list)? Text input boxes for listing post code bound areas.

Income Support

Financial Counselling:

Budgetting Assistance:

No Interest Loans:

Court Funds:

Tax Help:

Stepup Loans:

Other (please list):

Text input boxes for listing other income support services.

Post Code Bound (please list)?

Text input boxes for listing post code bound areas for income support.

Emergency Relief

Food Vouchers:

Food Parcels:

Travel Cards:

Telstra Vouchers:

Utility Bills:

Prescriptions:

Petrol Vouchers:

Meal Programs:

Education Costs:

Other (please list):

Text input boxes for listing other emergency relief services.

Post Code Bound (please list)?

Text input boxes for listing post code bound areas for emergency relief.

In relation to Legal Services:

Is your Legal Advice provided by solicitors:

Is the organisation registered with the Victorian Legal Services Board?

Which Local Government Area/s are you funded to Service?

Text input boxes for listing local government areas.

Records Management

Client Files Paper Electronic Both

If electronic, which System?

Is the agency interested in moving towards electronic systems?

Statistical Data

- Collected & compiled manually
Collected manually & compiled electronically
Collected & compiled electronically

If electronic, which System?

Training

Do you cover the cost of Volunteer Training? No In Full In Part

Person responsible?

Do you provide an Internal Training Program?

Networks

Which local networks do you attend?

Which statewide networks do you attend?

Strategic Plan

Does the agency have a current Strategic Plan? Operational Plan?