

## Sample Questionnaires

### Sample questionnaire for interviews with a community agency

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NAME OF AGENCY/GROUP

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NAME OF CONTACT

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ADDRESS

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PHONE #

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EMAIL

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WEBSITE

Introduce yourselves and explain the purpose of your visit to the agency representative(s).

1. Please describe the services you offer.
2. What needs are you trying to meet?
3. What is the greatest need in your client group that remains unmet because of a lack of resources in your organization?
  - a. What are other important needs beyond the mandate of your organization that remain unmet for your client group?
4. Do you work in partnership with other organizations? If yes, who?
5. In what ways do you use volunteers in your programs?
  - a. Are there any limitations to volunteer involvement in your program?
  - b. Do you offer training/support to volunteers working in this sector?
6. Do you have need for meeting space to conduct any of your programs?
7. Who else do you think we should speak with in the community?