

Interview Date: \_\_\_\_\_  
Interviewer: \_\_\_\_\_

## Family Giving Tree Agency Interview

Agency Name:  
Address:  
Website URL:

Contact Name:  
Title:  
Phone Number:  
Email Address:

Agency Since:  
# Previous Year Holiday Recipients:  
# Previous Year BTS Recipients:

### I. Tell us about your agency

1. Description of program, goals, etc.
2. Who do you serve? (age, population)
3. How many people do you serve daily/monthly/yearly?
4. How does an individual qualify for assistance within your organization?
5. Does your agency hold 501(c)(3) status? YES NO (circle one)
  1. If no, why not?

### II. How does our program work within yours?

1. Who do the gifts go to within your agency? (entire agency or select recipients)
2. How are the recipients' needs assessed? How are they selected?
3. How do you collect the wishes for each recipient?
4. Do you foresee any problem being able to provide wish info on time and online?
5. How do you handle gift pickups from our warehouse?
6. How are the gifts distributed?
7. How does your agency finance the processing fee assessed by FGT?
8. If you hold a distribution party, would it be possible for FGT to send a photographer?