

## AGENCY SURVEY

Agency Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
\_\_\_\_\_  
Agency Contact (Name): \_\_\_\_\_  
(Title): \_\_\_\_\_

**To be eligible to receive donations from Diakon Kathryn's Kloset, an agency must:**

- ❖ be a non-profit corporation or association (e.g., organization, church, school, shelter) recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code;
- ❖ further a mission or purpose of providing care or related services to disadvantaged youth, seniors and families;
- ❖ agree to maintain accurate records of numbers of individuals served through partnership with Diakon Kathryn's Kloset; and
- ❖ agree that under no circumstances will donations received from Diakon Kathryn's Kloset be resold or otherwise exchanged by the agency for money, goods or services.

**If your agency satisfies the above requirements and wishes to be considered as a recipient of donations from Diakon Kathryn's Kloset, please forward this form and the following information to the address indicated below:**

- **Explanation of mission/purpose of agency**
- **Number of people served by the agency annually**
- **Documentation of 501(c)(3) status**
- **Federal Tax ID Number**
- **Listing of current and/or anticipated needs (e.g., soap, personal care items, household items, furniture). Please list any and all needed items as items on hand vary depending on donor.**
- **Product's intended use (e.g., aid to underserved, shelter supplies, etc.)**
- **Quantity requested**

Please send requested information to: Diakon Kathryn's Kloset  
1101 DeSoto Road  
Baltimore, MD 21223  
Fax: 410.644.0671

Information may also be e-mailed to: [brownw@diakon.org](mailto:brownw@diakon.org) or [hillw@diakon.org](mailto:hillw@diakon.org)  
**However, e-mailed information must be followed by hard copies to the above address.**

Please contact Wade Brown at 410-554-9080 with any questions.

*The information requested by this survey will be used to assist Diakon Kathryn's Kloset staff assess an agency's operational needs, once partnering requirements are met.*