




TOS AGENCY INFORMATION FORM TIPSHEET

<ul style="list-style-type: none">➤ This form should be filled out and submitted electronically. You will need the latest version of Adobe Acrobat Reader (Type in the website address or copy and paste it in your browser)	<p>https://get.adobe.com/reader/</p>
<ul style="list-style-type: none">➤ Navigate to the Login Page:<ul style="list-style-type: none">○ On the Spokane Tree of Sharing Website Homepage	<p>http://treeofsharing.org/</p>
<ul style="list-style-type: none">➤ Select: AGENCY GIFT WISHES➤ Select from the drop down: AGENCY INFORMATION FORM➤ Once the form is open, right click and select 'save as', rename it and save it to your local computer	 <p>The screenshot shows the website header with the 'TREE OF SHARING' logo and a 'Donate' button. Below the logo is a navigation menu with links: Home, About, Giving, Receiving, News, Contact, and Agency Gift Wishes. The 'Agency Gift Wishes' link is circled in red.</p>



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- This opens a PDF.
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- When you have filled out the form, just click on the submit button (either at the top or bottom of the form) and the form will be sent to Tree of Sharing.
- If you have any issues with completing this form, please use the contact us link on the Tree of Sharing home page to request assistance and describe the issue you are experiencing.

Clear Form
Tree of Sharing
Submit to TOS

AGENCY INFORMATION FORM

Name of Agency or Organization _____

Address _____
 Number Street name St, Ave, Rd, etc.

_____ City State Zip plus four

Agency Director is: _____

Agency phone number _____

Federal Tax Identification number _____

Contact Person(s) name(s) _____

Contact Person(s) phone number(s) _____

Contact Person(s) email address _____

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<https://get.adobe.com/reader/>

Board of Directors

Name	Phone	Name	Phone
_____	_____	_____	_____
_____	_____	_____	_____

Tree of Sharing - Agency Information (continued)
(This must be completed for ALL agencies!! Bring to the Organizational Meeting)

Please state the mission of your agency:

Who are your clients? What criteria of need do your clients have to meet?

How do you determine client financial needs?

How long has your agency been serving the Spokane Community? How do you know that you are meeting need? How do you evaluate services?

What are the sources for agency funding?

By what criteria do you select clients for the **Tree of Sharing**? Do all of your clients participate?

EXAMPLE

EXAMPLE