

## Center Directory Information

Please provide the following contact and programming information listed below for your organization. If an item does not apply to your organization, please answer with N/A.

Information in Section I will be available on our web site in the Directory of Community Centers at <http://directory.lgbtcenters.org/>. Information in Section II, Board Leadership Information, and Executive Officer email address *will not be available* in the Directory. It will enable us to provide you with information and services customized to the particular needs of your organization.

### SECTION I (this information will be available in our Directory):

#### ORGANIZATION INFORMATION

Full name of the organization:

Physical Address

Street:

City: State/ Province: Postal Code:

Mailing address  Same as above

Street:

City: State/ Province: Postal Code:

Main Phone: Extension:

Fax:

Website -http://

#### PUBLIC CONTACT

First Name:

Last Name:

Email address:

General Information Email Address: **EXECUTIVE OFFICER/DIRECTOR**

If your organization does not have an Executive Director position, please provide us with the name and title of the senior staff leader (if any). Executive Officer email addresses and Board Leadership information will not be made public.

First Name:

Last Name:

Title:

Email address:

#### CO-EXECUTIVE OFFICER/DIRECTOR

First Name:

Last Name:

Title:

Email address:

**BOARD LEADERSHIP** (please list no more than 2)

First Name:

Last Name:

Title:

Email address:

First Name:

Last Name:

Title:

Email address:

**PROGRAMS/SERVICES PROVIDED BY YOUR ORGANIZATION**

**HOURS OF OPERATION**

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

**MISC.**

Year Founded:

Annual Budget: \$

Number of Clients Served Annually:

**ADDITIONAL PHONE NUMBERS (if applicable)**

Community Switchboard:

Hotline:

Help line:

TTY:

**SECTION II (this information will not be made available in our Directory):**

A. Site

Do you have a physical location?  Yes  No  
If so, do you rent or own your space?  Own  Rent

B. Staffing

Number of Full-time Staff: \_\_\_\_\_ Number of Part-time Staff: \_\_\_\_\_

C. Membership

Number of Members (approximate): \_\_\_\_\_

D. Newsletter

Do you publish a newsletter?  Yes  No

If "Yes", how frequently?

Name of newsletter: \_\_\_\_\_

E. Information Technology

# of computers onsite: \_\_\_\_\_

Do you have a local area network?  Yes  No

How do you connect to the Internet?  Dial-UP/56K  DSL  T1

Do you have internal email?  Yes  No

Do you have an onsite IT person?  Yes  No