

Sociology 150T – Philanthropy & Grant Making
American Humanics Program
California State University, Fresno

AGENCY SITE VISIT FORM

Name of the Organization: _____

Address: _____

Telephone: _____ Web Site: _____

Executive Director: _____ Board Chair: _____

Email address: _____

Names of students conducting the interview:

1. _____

2. _____

3. _____

Name and Title of the Person Interviewed: _____

Date & Location of Interview: _____

Draft Interview Schedule:

- ✓ Introduce yourselves
- ✓ Inform the person being interviewed of your interest
- ✓ Present Informed Consent Form
- ✓ Accept Informed Consent Form
- ✓ Begin audio tape of interview (if consent given)
- ✓ Tell me a little about yourself and how you got involved with this organization.
- ✓ Provide a brief description of the organization (history, mission, programs, population served, number of employees, and number of volunteers).
- ✓ How does this organization meet our community needs with regard to (youth/housing)?
- ✓ What are some of the documented impacts your organization has made on our community? (Request a copy of any newsletters or brochures available.)
- ✓ If this organization were to receive a grant of \$1000-\$2000, how might the organization use those funds to meet local needs regarding (youth/housing)?
- ✓ If I were going to speak to someone else in this organization, with whom should I speak?
- ✓ Thank the person being interviewed for their time and willingness to be interviewed.