Guide to preparing your agency profile

Agency Name: _____

Location(s): _____

1. Organizational Structure
   A. Mission Statement
   B. Brief History
   C. Affiliations with other agencies and services
   D. Regulatory bodies/ organizations
   E. Funding patients and sources
   F. Organizational hierarchy (include chart)

2. Services
   A. Specific programs/services
      -clientele
      -purpose and/or presenting problems
      -fee scale

3. Clientele
   A. Catchment area
   B. Entry into System
   C. Population(s) served:
      -number served
      -race
      -age
      -income range
      -other identifying characteristics

4. Staffing
   A. Number of employees:
      -volunteer
      -support staff
   B. Professional staff
      -terminal degrees
      -experience level
      -pay scale
      -turn-over rate
      -social worker's job description
      -caseload
      -activities