Agency Survey Addendum: **CLOTHING CLOSET**

**Agency Name:**

Please complete this form to give us a clear and complete picture of the services you provide and populations you serve. Read through all of the categories and indicate all that apply to your organization on a **regular** basis. This completed form will help us to make only the most appropriate referrals to your organization.

**Clothing Closet Address/Location:**

**Types of Clothing Provided:** Please check the type of payment assistance services given by agency:

- □ Adapted Clothing
- □ Baby Clothing
- □ Children’s Clothing
- □ Clothing Vouchers
- □ Diapers
- □ Disaster Related Clothing/Emergency Supplies
- □ General Clothing Provision
- □ Maternity Clothing
- □ Nursing Clothing
- □ Plus Size Clothing
- □ School Clothing
- □ Shoes
- □ Winter Clothing
- □ Work Clothing
- □ Dental Care Expenses
- □ Other

**Area(s) Served:** Please indicate the area(s) you serve. Choose specific county or city or zip codes.

- □ Baldwin
- □ Bibb
- □ Crawford
- □ Hancock
- □ Houston
- □ Jasper
- □ Jones
- □ Macon
- □ Monroe
- □ Peach
- □ Putnam
- □ Twiggs
- □ Washington
- □ Wilkinson

Cities: __________________________

Zip Codes: __________________________

**Required Documents:** Please indicate required client documents.

- □ NONE Required
- □ Proof of Residence
- □ Social Security Card
- □ Birth Certificate
- □ Other: __________________________

**What languages are routinely spoken by clothing closet staff?** □ English Only

Please list other languages:

**What are your intake procedure:**

- □ Walk-In
- □ Telephone
- □ Appointment Only
- □ Referral Only—By:

**Is there a fee for your service:**

- □ No Fee
- □ Sliding Scale
- □ Straight Fee—Specify:

**Which days do you distribute:**

- □ MON
- □ TUE
- □ WED
- □ THU
- □ FRI
- □ SAT
- □ SUN

**What hours do you distribute:**

**Number of households are served in an average month:**

**Number of items are given to each family/individual:**

**Current Set-Up—Check All that Apply:**

**Items are organized with:**

- □ Area with shelving
- □ Area with hangers/racks
- □ Separated by size, target group, etc

**Location:**

- □ All storage & clothing are at program address
- □ Some storage & clothing are at alternate site