

Alaska Food Coalition  
Agency Profile Format

Please answer these questions in the 10 minute presentation

- \$ Distribute brochures or hand-outs about your program including annual reports and newsletters (make 20-30 copies)
- \$ Bring (lots of, all you have) newspaper articles or other community reports about your organization to post during the meeting
- \$ Describe who you are and the list of services you perform
  - food bank or food pantry or community on-site meal programs
  - homeless shelter
  - senior services
  - other services
- \$ Tell us how many pounds of food you process each day, week or year
- \$ Give a profile of your customers. Who do you serve? How many?
- \$ What are the barriers to getting services from your agency? Who can you not reach? What are your plans to overcome this barrier?
- \$ Describe your volunteer program (how many people or hours, how often)
- \$ Describe your paid staff (how many, how often)
- \$ Describe your facilities (do you have adequate storage, freezers, coolers)
- \$ Describe your Board (does it represent the community you serve and is it diversified?)
- \$ Do you have operations manuals, job descriptions, budgets, accountants, audits?
- \$ Who funds you? What is your funding diversity and strategy?
- \$ What was your most fun/successful fundraiser this past year? What was your biggest flop?
- \$ What was your most fun/successful food raiser this past year?
- \$ What is your biggest management problem? What would you like to change and how do you propose to do it?
- \$ What is the most successful part of your program? What will you NEVER change because it works so well?