

RETHINKING THE INTAKE PROCESS

FORM REVIEW WORKSHEET


As a _____ I need to know _____

service provider // program manager // funder

[data point]

in order to _____

support my client // improve our services // advocate for my community



- Demonstrate your impacts
- Celebrate impacts and ideas
- Elevate stories and voices
- Advocate for the communities you serve
- Innovate in your programs

Data point: _____

Why? _____

absolutely essential? // follow through? // potential harm?

When? _____

timing // trust // need

How? _____

phrasing // reflecting values