



## PARTNER INFORMATION FORM

**Instructions:** This form should be completed by a staff member when a new partnership is being formed. The information should then be uploaded in the Programmes or Projects section of the RSVP database. Information collected from any partner should be kept in strict confidence.

**Note:** Request permission to take photos of the Partner Supervisor and the building

Information Required	Information Provided
<b>Your Programme</b>	
Name of Partner	
Partner Supervisor	
Job Title	
Telephone Number (Office)	
Telephone Number (Mobile)	
Email Address	
Role of the Partner Supervisor	
Assistant Partner Supervisor	
Job Title	
Telephone Number (Office)	
Telephone Number (Mobile)	
Email Address	
Address	

City/Town	
Country	
<b>Background Information</b> <i>(type of organization, when established, structure, vision, mission)</i>	
Location <i>(area, distance to town)</i>	
<b>Partner Key Facts</b>	
Population Served	
Number of persons	
Average group size	
Age group	
Hours of work – day/week	
Number of staff	
Type of organization	
Programme Mission*	
Programme Goals*	

Volunteer's Role*	
Volunteer's Tasks	
Typical Day	
Dress Code	
Other Information	
Other Activities	
Programme Resources	

*\*Developed internally and then shared with partner for approval*