

Interview Worksheet

All sections below contain information that should be gathered during a full interview with the leader of an asset in the community.

General

NAME OF ASSET: _____

MONWABISI PARK SECTION: (Circle One) A B C M

GPS COORDINATES: S _____ ° _____ ' _____ . _____ " E _____ ° _____ ' _____ . _____ "

CONTACT PERSON: _____

CONTACT TELEPHONE: _____

Background

This section will include factual information about the asset.

IS THE ASSET AFFILIATED WITH A LARGER ORGANIZATION? (Circle one) YES NO

IF YES, WHAT ORGANIZATION? _____

SCHEDULE (Describe daily activities and at what time they occur):

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

WHO ARE THE PARTICIPANTS? _____

HOW MANY PARTICIPANTS ARE THERE? _____

WHERE DO THE PARTICIPANTS COME FROM? _____

HOW ARE PARTICIPANTS CHOSEN? _____

IS THERE ANYONE WHO IS NOT WELCOME? _____

WHO ARE THE LEADERS? _____

HOW MANY STAFF MEMBERS? _____

HOW MANY VOLUNTEERS? _____

History

This section will include relevant information about the history of the asset's development, from the beginning up until the present day.

STARTING DATE: _____

FOUNDER(S): _____

WHY WAS IT STARTED? _____

TIMELINE (Please take extensive notes on everything that has happened since this asset was started, up until today. This section should tell the story of this asset from the start until now. It should include good changes and when they happened, bad changes and when they happened, challenges over the years, the years that any buildings were built, and the years of any other important events.)

ASK: What is the history?

1996: _____

1997: _____

1998: _____

1999: _____

2000: _____

2001: _____

2002: _____

2003: _____

2004: _____

2005: _____

2006: _____

2007: _____

2008: _____

2009: _____

2010: _____

Impact on Community

This section will describe the ways in which the asset enhances the community.

DESCRIBE ACTIVITIES/SERVICES OFFERED (Describe **everything** that happens here.) _____

HOW DOES THIS ASSET IMPROVE THE COMMUNITY? _____

DOES THIS ASSET RECEIVE ANY OUTSIDE SUPPORT (Money, supplies, funding, donations)? _____

WHAT HAVE YOU LEARNED FROM RUNNING THIS ASSET? _____

WHAT DO OTHER PEOPLE LEARN FROM WORKING OR PARTICIPATING IN OTHER ASSET ACTIVITIES? _____

Personal Profile

This section will tell you a little bit more about the person you are interviewing.

ASK FOR A STORY ABOUT THE LIFE OF THE PERSON YOU ARE INTERVIEWING (Find out what else they are involved with in the community and how they came to be involved and why) _____

Ideas for Change

This section will describe the future plans for the asset itself and how these changes will affect the community.

WHAT ARE YOU WORKING ON RIGHT NOW TO IMPROVE THIS ASSET? _____

HOW WILL THESE EFFORTS STRENGTHEN THE COMMUNITY? _____

HOW WILL THESE EFFORTS HELP INDIVIDUALS? _____
