

RECREATION GROUPS
Community Inventory Template

Note: This template is designed as an example of what information might be important to collect from organizations and groups delivering recreation, sport, arts, culture, heritage and fitness opportunities in your community. There may be other fields you want to add. Some of this information will be for internal use but some will be important for sharing with the public e.g. websites, leisure guides etc. Other info may be used for communication purposes e.g. listserv, mailings. It is also becoming increasingly simple to house this kind of information in a CRM (Client Relationship Database) e.g. CiviCRM, SugarCRM etc.

Organization Name:	
Mission or Purpose:	
Main Contact (name and position):	
Address:	
Phone:	
Email:	
Description and Cost of Programs, Events, or Services Offered:	

People Served (description and number):

Funding Source(s):

Partners in the Community:

Number of Staff and Volunteers:

Other Relevant Information: