

**New Rural Economy
Role of the Voluntary Sector in Rural Canada**

Interviewee Name

Address

Phone number Home

Work

Fax number

E-mail address

Organization's name

Organization's address

Organization's phone number

Organization's fax number

Organization's e-mail address

Organization's URL

Interviewer

Community name

NRE cell number

Date of interview

The purpose is to explore the contribution of the voluntary sector in leading and lagging communities, and any particular challenges or issues they may be facing.

There are three sections:

- ! Questions about the organization's goals, structure, and clients.
- ! Questions about the organization's networks and relationships.
- ! Questions about funding.

A note for the interviewee:

- ! The research is part of the 5-year NRE Project with an objective to discover how the economic and social conditions in rural Canada have changed over the last few years.
- ! Your individual responses will be confidential within the people on the research team.
- ! Generally distributed information will only be provided in an aggregated or summary form.
- ! You can refuse to answer particular questions or participate in the interview at any time without cost.

10 Organization's Goals and Structure

10.1.1. When was your organization established? (Note to interviewer: We are interested in the local volunteer group only - if they are an affiliate or chapter of a larger provincial or national organization, only record the year for the establishment of the local chapter).

Year _____

10.1.2. How would you describe the focus of your organization? (Please circle all that apply)

a Environment & Wildlife

b Multidomain

c Arts & Culture

d Health

e Law & Justice

f Social services

g Foreign & international organizations

h Sports & recreation

i Society & public benefit

j Religious organizations

k Education and youth development

l Employment & economic interests

m Other (Please specify) _____

10.1.3. Do you have a "mission statement"? Yes No

Mission Statement:

10.1.4. What are your organization's goals?

10.1.5/6. What are some of the activities that your organization are involved in? Which are the most important? (Note to interviewer: There can be more than one “most important”.)

Activity	Involved In	Most Important	Comment/List
a Organizing or supervising events			
b Canvassing, campaigning, fundraising			
c Office work			
d Providing information			
e Teaching/coaching			
f Providing care or support			
g Leading/organizing a self-help group			
h Maintenance/repair			
i Collecting/ serving/delivering food			

j Other (Please specify)			
--------------------------	--	--	--

10.2 STRUCTURE

10.2.1. Does your organization have a president/chairperson? Yes No

10.2.2. Is the president elected? Yes No (Please explain)

10.2.3. If yes, by whom?

10.2.4. Does your organization have a board of directors? Yes No

10.2.5. If yes, are they elected or appointed?

a elected

b appointed

c mix of elected and appointed

10.2.6. How many members (defined as those assisting in some way in making decisions, delivering a service, etc) make up your organization?

Total _____

10.2.7. How many would you consider to be “core” or “active”? (Note to interviewer: Allow the respondent to define for themselves what they consider to constitute a core or active person.)

Core/Active _____

10.3 DEMOGRAPHICS

10.3.1a. What is the gender split among your **total** members?

_____ % Female

_____ % Male

10.3.1b. What is the locational split among your **total** members?

_____ % live in this community
_____ % live outside this community

10.3.2. How many members has your organization gained and lost within the last year?

_____ Number of members gained
_____ Number of members lost

10.3.3. If you have lost members, please explain what you feel are the reasons for why you have lost them. (Note to interviewers: Circle any that they mention in their explanation, and then record further notes below.)

- a Chose to retire due to age
- b Chose to retire because after lengthy service to our organization
- c Lost interest
- d Moved away
- e No longer agree with mission/goals
- f Lack of time or ability to participate
- g Personality conflicts
- h Other (Please specify)

10.3.4 What is your source of new members?

~~10.3.5 How easy or difficult is it to find new board members? (Note interviewer: Please ask the interviewee to be as specific as possible. If they have difficulty, offer the following suggestions to stimulate their thinking: youth, the schools, business people, the church, newcomers to the community, etc)~~

~~10.3.5 How easy or difficult is it to find new board members?~~

~~Very easy 1 2 3 4 5 Very Difficult~~

~~10.3.6 How easy or difficult is it to find new general members?~~

~~Very easy 1 2 3 4 5 Very Difficult~~

~~10.3.7 What specific steps would you take to find new board members next year? To find new general members? If yes, please describe.~~

For new board members:

For new general members:

10.4 CLIENTS

10.4.1. Do you have clients? Yes No

10.4.2. If yes, please describe the clients who benefit from the service you provide.

10.4.3. What is the geographic “reach” of your services? Explain.

- a This community only
- b This community and the immediate surrounding communities
- c Widely beyond this community
- d Other (please specify)

10.4.4. On a scale of one (no contribution) to five (major contribution), describe how your organization makes a contribution to the social well-being of your community. Explain.

No contribution 1 2 3 4 5 major contribution

10.4.5 Are there specific indicators or measures you can provide about the impact of your program(s)? (e.g. increased school attendance because of a school breakfast program; xx people found employment because they completed a high school equivalency program and received their diploma, etc)

10.4.6. What would be the impact in your community if your organization ceased to exist?

10.4.7. Who would fill the gap?

10.4.8 What voluntary organizations do you think are needed in this community that currently do not exist? Why? What would they do? What resources would be needed?

10.4.9/10/11/12. How does your organization communicate with its members? With clients? With funders? With others? Circle all that apply. (Note to interviewer: Ask the interviewee if they have a newsletter and to whom is it circulated; ask if they have a website and to whom is it intended to serve; etc)

Activity	Members	Clients	Funders	Others	Comment
a Newsletter					
b Website					
c E-mail					
d Word of mouth/ use other organizations					
e Personal contact					
f Post notices in prominent places					
g Information brochures					
h Reports given to other organizations					
i Run stories in media					
j Advertise in media					
k Telephone chain					
l Other (Please specify)					

10.4.13. Does your organization have office space?

- a Yes, our own
- b Yes, shared with other organizations
- c No, but a business/organization provides us with some office support
- d No

10.4.14. If yes, is it staffed?

- a Full-time paid staff (more than 20 hrs per week) #_____
- b Part-time paid staff (less than 20 hrs per week) #_____
- c Staffed by volunteers #_____

10.4.15. Describe the current challenges facing your organization?

(Note to interviewers: Ask this question without the response categories first. Check any of the answers they give in the “Open” column. Then ask them if they face any of the remaining possible challenges they did not identify on their own. Record those in the “Probed” column.)

Challenge	Open Response	Probed Response	Comments
a No funding			
b Lack of members			
c Little participation by members			
d Lack of meeting space			
e Lack of local support			
f First objectives were too ambitious			
g Poor management			
h Lack of new leadership			
i Lack of partners or outside networks (isolation)			
j The need to revisit our objectives			
k Psychological burnout			
l Communication problems			
m Other (Please specify)			

11 Networks and Relationships

11.1.1. Describe your relationship with other local volunteer groups, businesses, institutions. Do you work together to provide services, share space, etc? Is the relationship positive or frustrating? Why? Please give specific examples.

11.1.4. Describe your relationship with the municipal government. Do you receive funding, information, resources, or moral support? Do you make presentations to council to seek their support for activities? Is the relationship positive or frustrating? Why? Please give specific examples.

12.1 Funding

12.1.6. From where does your group receive its current funding? Describe in detail the nature of the funding/programs. (Note to interviewers: Ask this question without the response categories first. Check any of the answers they give in the “Open” column. Then ask if they use any of the remaining possible funding sources they did not identify on their own. Record those in the “Probed” column.)

Source	Open Response	Probed Response	Comment/Description
a Private donations			
b Corporate donations			
c Government Grants - Federal			
d Government Grants - Provincial			
e Government Grants - Federal			
f Government Programs - Federal			

g Government Programs - Provincial			
h Government Programs - Municipal			
i Personal funds from members			
j Membership fees			
k Revenue from services provided			
l Fundraising in the community			
m Other (Please specify)			

13 OTHER COMMENTS OR OBSERVATIONS