

## It's *EASY* to list your agency in the 211 database!

Please use this checklist when sending in your forms.

- Complete the “Agency” form** (download from [unitedwayplains.org/211](http://unitedwayplains.org/211)). Please fill in every field – if it is not applicable to your agency please put N/A.
- Complete the “Program” form** (download at [unitedwayplains.org/211](http://unitedwayplains.org/211)). Copy the “Program” form as necessary depending on the number of programs your agency sponsors. Complete one form for each program. This form looks very similar to the “Agency” form, but it has additional important information. *(It's important to know the difference between agencies and programs, because sometimes both will have the same name! A **program** is a specific service - such as a work-training program for adults - whereas an **agency** is the organization that hosts the program.)*
- Please ensure that you accurately list all services provided by the program, as that is what our referrals will be based on. For example: A food pantry program would list services such as one weeks worth of food, hygiene items, diapers when available, etc. and an emergency financial assistance program would list services such as rent, utility, funeral assistance, etc.
- Please enclose a copy of your agency’s 501(c) status (if applicable).

**Email to:** [hpierce@unitedwayplains.org](mailto:hpierce@unitedwayplains.org)

**Mail to:** United Way 211 of Kansas  
245 N. Water St.  
Wichita, KS 67202

PHONE: Dial 2-1-1    TEXTING: Text ZIP Code to 898-211

SEARCH ONLINE: [211Kansas.org](http://211Kansas.org)    CHAT: [unitedwayplains.org/211](http://unitedwayplains.org/211)