


Intake Interview

Individuals and Organizations

Prior to the Meeting

Send the Mission: Vision document with time for them to review
Send them to Buffalo Project Lab Website

Resources

 Project Lab Mission/Vi...

[Buffalo Project Lab](#)

[Project Lab App](#)


During the Meeting


Collect the following Information:

1. Name
2. Preferred contact method
3. Organizations/connections/partnerships
4. Interest/passion (ex. Education, trades, ect.)
 - a. What areas in the Kingdom of God are you interested in effecting?
5. Skills/abilities
6. Needs/ Opportunities
 - a. Take notes of needs that aren't projects
 - b. For needs that are projects add to database (fill out the website)
 - c. What opportunities do you have?
7. Resources
8. Next Steps

After the Meeting

Send the Levels of Relationship document

 Levels of Relationship_ Individual.pdf

 Levels of Relationship_ Organization.pdf