

New Mexico MainStreet Service Request Form



Organization

This is an application to receive organizational development assistance from the New Mexico MainStreet Program.

Each box checked represents an individual technical assistance consultation, some of which may require multiple site visits. The local organization can anticipate, on average, two organizational assistance services per fiscal year (July 1 - June 30th). The organization should have a selection process in place to choose the appropriate training(s), workshops, or on-site consultations that will sustain and strengthen the local MainStreet organization. NOTE: Our professional consultant staff is often already booked 6-8 weeks in advance.

Check the appropriate category of assistance that you require.

ORGANIZATION TRAINING

- Board Orientation
Board President/Committee Chair Training
Organization Committee Training
Staff Orientation/Mentoring

OUTREACH

- Public Relations Strategies
Organizational Image (logo, letterhead)
Brochures (Organizational, Membership)
Other Organizational Collateral Materials
Building Effective Partnerships

OPERATIONS

- Corporate Documents (Articles, bylaws)
IRS Tax Status/Forms
Non-Profit Management
Personnel Management
Program Evaluation

VOLUNTEER DEVELOPMENT

- Team-Building
Volunteer Recruitment, Training, Retention and/or Recognition

ORGANIZATION PLANNING

- Goal-Setting Session
Work Plan Facilitation
Annual Planning Retreat
Strategic Planning Retreat

RESOURCES DEVELOPMENT

- Operational Fund-Raising
Project Fund-Raising
Grant Writing Assistance

NAME OF ORGANIZATION

MainStreet Organization Name _____ Date _____

CRITERIA

The New Mexico MainStreet Program offers organizational development assistance to spur economic revitalization in the heart of the community, by contributing to increased interest, activity and commerce on Main Street. Please indicate how this assistance will aid that effort.

TIME FRAME

Please indicate when you would like the assistance to take place. _____

ADDITIONAL COMMENTS

SIGNATURES

MainStreet Manager

MainStreet Board President

Organization Committee Chair

PLEASE RETURN THIS FORM TO: (MAKE COPIES AS NEEDED)

Economic Development Department
New Mexico MainStreet Program Director

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