



NANAIMO WOMEN HELPING WOMEN

GENERAL INTAKE FORM

PRINT OR TYPE CLEARLY

To be completed by the referring agency in conjunction with the client.

Please fill out this form and email to nanaimowomenhelpingwomen@gmail.com

Referring Organization

Date of Referral ____ / ____ / ____

Name of Organization	Staff Contact Phone Number
FULL Name of Staff Contact	Staff Contact Email Address

Client Information

FIRST Name of Client	LAST Name Initial of Client
Contact Number	<input type="checkbox"/> Single Person OR <input type="checkbox"/> Mom and child(ren)

Can this contact number receive text message? YES / NO

GIFT CARDS

- ☐ GAS
- ☐ GROCERY
- ☐ TIM HORTONS
- ☐ A&W
- ☐ MCDONALDS
- ☐ SUBWAY
- ☐ PANAGO
- ☐ DOLLAR STORE

HOUSING SUPPORT

- ☐ HOTEL
- ☐ STORAGE LOCKER
- ☐ RENT
- ☐ DAMAGE DEPOSIT
- ☐ HOUSE CLEANING
- ☐ TENT
- ☐ MOVING EXPENSES
- ☐ CAMPING FEE

SERVICES

- ☐ PREMADE MEALS
- ☐ INCOME TAX
- ☐ PHONE (SIM CARD, CHARGER)
- ☐ BILL PAYMENT

TRANSPORTATION SUPPORT

- ☐ BUS TICKET(S)
- ☐ MONTHLY BUS PASS
- ☐ CAR INSURANCE

IS THIS CLIENT MOVING INTO HOUSING AND WILL BE RECEIVING SUPPORT IN HOME FURNISHING?

If yes, please see attached household essential form.

YES NO

DOES THIS CLIENT REQUIRE CLOTHING FOR THEMSELVES OR OTHERS IN THEIR HOUSEHOLD?

YES NO

If yes, please email us at nanaimowomenhelpingwomen@gmail.com to arrange a date for the client to shop at no cost with Big Brothers & Big Sisters' Northfield Road location. Please **do not** send client before a date is set.