Leech Lake Band of Ojibwe Official Website
Program Update Form

Human Resources Division
190 Sailstar Drive, Cass Lake, MN 56633
(218) 335-3698 Phone • (218) 335-3697 Fax
website@llojibwe.org

Your Name _____ Date _____

Division _____ Department _____

Program Name _____

☐ This is a new program, we are not yet on the website.

Physical Address _____

City _____ State/Zip _____

Where exactly is your program office located *(building, floor, etc.)* _____

_____

Mailing Address _____

City _____ State/Zip _____

Phone Number _____ Toll-free _____

Fax Number _____ Email _____

Hours of Operation _____

Areas Served *(County, Reservation only, etc.)* _____

_____

Eligibility Requirements *(Age, Income, Residential, etc.)* _____

_____

_____

Documents Requested *(Proof of income, Proof of residency, Identification cards, etc.)* _____

_____

_____

Intake Procedure ☐ Walk-in ☐ Call for information ☐ Appointment needed
☐ Referral Needed ☐ Other _____

Fees for Services: _____

Method of Payment Accepted *(Cash, Insurance, Waivers, etc.)* _____

_____

Please continue on back ►

Do you have special services specific to Elders *(elders are served first/priority, free services to elders, etc.)*? _____

_____

_____

What is the elder age for your program? _____

Description of Program Services *(please attach additional information, if needed)* _____

_____

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Does your program have a program logo? ☐ Yes, please provide electronic copy ☐ No

Does your program have print-ables *(program applications, program forms, brochures, flyer's, infographics, etc.)* that you would like to put on the website? ☐ Yes, please provide electronic copy ☐ No

Does your program have digital/electronic files *(Photographs, PowerPoint Presentations, videos, infographics, etc.)* that you would like to put on the website? ☐ Yes, please provide files ☐ No

Does your program participate in Social Media *(Facebook, Twitter, etc.)*? ☐ Yes, please provide link info ☐ No

_____

_____

Does your program have links to other web based information that you would like to post on the website? ☐ Yes ☐ No

Other information you would like to include:_____

_____

_____

Thank you!