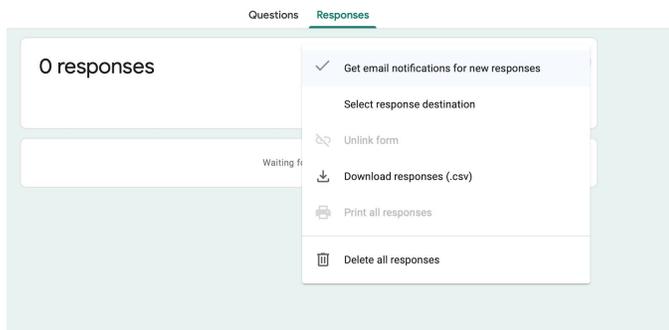


To access/create a Google Form for this document:

1. You will need a Google account to allow responses to this form to come to your email address/account instead of coming directly to MAFCEF (*note: individuals who fill out the form will NOT need to have a Google account - only the owner of the form*).
2. Email MAFCEF@theccfund.org and request access to a master version of the Google form - please specify which form(s) you are requesting
3. MAFCEF will share our master Google Form with you
4. When you receive the form, go to the 3 vertical dots (drop-down menu) on the top right, next to the “Send” button, and select **“Make a Copy.”**
5. Rename the form with your organization’s name in the title. Please leave “Share it with the same people” **unchecked**.
6. Press **“Okay.”** In order to collect all responses in one place as they come in, while in the Responses tab, go to the 3 vertical dots, click “ Select response destination” and choose “Create a new spreadsheet” then select “Create.”. Responses will now be collected in a spreadsheet that is available in your Google Drive.
7. By default, all responses to this new form will continue to show up in the “Responses” tab on your version of the form (instead of coming directly to MAFCEF). Be sure to turn on the option to receive notification of responses by clicking the three dots within the Responses tab and select “Get email notifications for new responses”



8. You can now distribute this form by clicking “Send” in the top right hand corner. This will allow you to send the form via email or to copy the link. Leave **“Include form in email”** box **unchecked**.