

EROD New Org Form eMail Text Version.txt Date: 7/16/2007

New Organization Submittal Form - eMail - Text Version

Dear Colleague:

The U.S. Department of Education sent this message to you in response to your request to participate in the Education Resource Organizations Directory (EROD), and to receive a text version of the new organization form.

Please review the general information and the new organization form below, and return the completed form via e-mail to address erod@ed.gov.

The new organization form is also available via the Internet at http://wdcrobcolp01.ed.gov/Programs/EROD/erod_collect.cfm.
Note: If the link above is not working properly, please copy and paste the following url to your web browser:
http://wdcrobcolp01.ed.gov/Programs/EROD/erod_collect.cfm

You may use the e-mail or the Internet method to submit the information.

General Information

Use this form to suggest your organization for addition in the Education Resource Organizations Directory (EROD). To find out if your organization qualifies to be in the Directory, please read our "Criteria for Inclusion" statement provided below. Send the completed form via email to address erod@ed.gov.

If the information you submit is added to EROD, it will be available to the public at <http://www.ed.gov/Programs/EROD/>.

You don't have to provide information for every item on this collection form, but items with an asterisk (*) are required. If you have any questions, please contact us at erod@ed.gov.

OMB # 1800-0012

Location Information

- * Service, Program, or Organization Name
- * Address 1
- Address 2
- Address 3
- * City
- * State
- * Zip

Contact Information

Please input either the phone number or the toll free number, or both.

- * Phone e.g.: (123) 456-7890 x123
- * Toll-free

Toll-free Restrictions
TTY
Fax
* E-mail Address
E-mail Address 2
WWW Address

Operating Information

Director's Name 1 Honorific First Middle Last Suffix
Director's Title 1

Director's Name 2 Honorific First Middle Last Suffix
Director's Title 2

Director's Name 3 Honorific First Middle Last Suffix
Director's Title 3

Contact's Name First Last
Contact's Title

Sponsoring Agency (Agency responsible for initiating, funding, and/or managing service, program, or organization)

* Description (Includes the mission and/or goal(s) of the service, program, or organization. Please describe the program in a clear and "friendly" manner for the general public.)

Days & Hours of Operation e.g., M-F 9:00 a.m.-5:00 p.m.

Time Zone

Indexing Information

To view a list of terms for a category, select the category name link at the left (Audiences, Services, etc.).

Audience(s)

Service(s)

State(s)/ Territory(ies) Served

Publication(s)

Subject(s)

Special Collections

Submitter Information

Submitter must provide all required fields below for the purpose of validation. The email that you provide below will be the one that will receive the email confirmation.

* First Name

- * Last Name
- Title
- Phone
- * Email

Comments (Optional)

Please provide any additional comments/suggestions about this information collection form, the directory, or EROD website.

Criteria for Inclusion

- The organization produces, disseminates, and/or provides access to education-related information.
- The organization's services and/or products are available to those outside the primary client group of the organization, for free or for fee (1), remotely or on-site.
- The organization agrees to respond to requests for information sent remotely (e.g., by e-mail, fax, phone, and/or mail).
- The organization agrees to provide services and/or products to all individuals without regard to race, color, creed, disability, gender, or sexual orientation.
- The organization agrees to review its EROD entry at least once annually in order to continue to be included in EROD.

(1) ED.gov and other federal government websites comply with a policy of not publishing non-government advertisements. A .gov domain may not be used to advertise for private individuals, firms, or corporations, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

For-profit organizations working in education-related areas in which there is little or no not-for-profit activity will also be considered for inclusion in EROD.

ED reserves the right to deny or remove links if it is determined that a group's web site is primarily commercial in nature (e.g., advertising a product, charging a usage fee, soliciting user information, etc.), if there is any indication of misleading or unsubstantiated claims, or if it is judged by ED to be in conflict with ED's mission.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 1800-0012. The time required to complete this information collection is estimated to average 1 hour per response for a new submission or 10 minutes per response for an update or correction, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education,

Washington, D.C. 20202-4651. If you have any comments or concerns regarding the status of your individual submission of this form, write directly to: U.S. Department of Education, Office of the Chief Information Officer, Development Services Group, Attn: EROD, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4760.