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| Neighborworks Training: Breaking with Isolation - The Power of Neighbors | |  |  |  |  |  |  |
| Creating a system to engage neighbors and build relationships - Self Assessment | |  |  |  |  |  |
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| **ASSESSMENT QUESTIONS** | |  | **RESPONSES** | |  | **NOTES / NEXT STEPS** |
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| DO YOU KNOW THE WHOLE WORLD? | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 1 | We maintain active and on-going communications and information exchanges with organizations similar to us |  |  |  |  |  |
| 2 | We compare census data and information from other sources for our community to the same information |  |  |  |  |  |
| 3 | Sending our staff, members of the Board of Directors, organizational members and volunteers to conferences, institutes and meetings is a high priority |  |  |  |  |  |
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| DO YOU KNOW HOW TO KEEP INFORMED AND ENGAGE YOUR CONSTITUENCY? | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 4 | We supplement data and information from official sources with our own information gathering |  |  |  |  |  |
| 5 | The strategic planning process achieves direct involvement of community residents whether they are members or not, do volunteer work or participate in working groups or committees |  |  |  |  |  |
| 6 | We publish a newsletter(s) and have a website that is easy to use with up-to-date information and available in all of the languages spoken in our target community |  |  |  |  |  |
| 7 | There is a clearly defined process for anyone in the community to communicate with us, make suggestions and provide feedback, and we have an established internal process to review and make action-decisions on that feedback. |  |  |  |  |  |
| 8 | We know, maintain communications and support the work of business associations, block associations, churches and faith-based organizations, sports leagues, etc. in our community |  |  |  |  |  |
| 9 | Our meetings and events are held on days and at times that allow for highest community participation, help with transportation arrangements, provide child care, food, etc. |  |  |  |  |  |
| 10 | We have a master list of community residents that includes everyone that has come to any one event organized by us, and continually update it for accuracy |  |  |  |  |  |
| 11 | Everyone that attends one of our events receives information on our organization, dates of future meetings and events, and on the opportunities to engage in our committees and working groups, and how to contact us and who to contact. |  |  |  |  |  |
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| DO YOU KNOW WHO YOUR SYMPATHIZERS ARE? | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 12 | Within 2 weeks after an event, we reach out to first-time participants to ask if we met their expectations, can be of help, and if they are interested in joining a committee or working group. |  |  |  |  |  |
| 13 | When they respond positively we schedule a home visit - regardless of whether they have expressed any interest to join a committee or working group. |  |  |  |  |  |
| 14 | Everyone that receives program services is provided information on our organizing work and invited to become a volunteer or join a committee or working group. |  |  |  |  |  |
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| DO YOU PROVIDE OPPORTUNITIES AND REWARDS FOR ENGAGEMENT? | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 15 | For every activity we organize, we define roles for and assign tasks to volunteers and committee members, and actually get volunteers to fulfill those roles. |  |  |  |  |  |
| 16 | We have a standing formal orientation for all new volunteers and committee members, including written job descriptions for all volunteers, and written missions or task-work descriptions for all committees and work groups. |  |  |  |  |  |
| 17 | Volunteers and committee members are recognized for their contributions in our newsletter, other publications and webpage, and receive awards at our annual meeting or in other appropriate organizational events. |  |  |  |  |  |
| 18 | We organize car pools or otherwise provide transportation, child care, food and other support necessary for our volunteers. |  |  |  |  |  |
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| DO YOU HAVE A CLEAR PROCESS FOR MEMBERSHIP? | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 19 | We have a formal, clearly defined process for community residents to become members or active volunteers of the organization, including an ID card or certificate, and a ceremony to welcome new people. |  |  |  |  |  |
| 20 | There are clearly defined and meaningful advantages to being a "member" or active volunteer of the organization. |  |  |  |  |  |
| 21 | We have a formal training and orientation for new members or volunteers, including written and clearly defined rights, roles and responsibilities. |  |  |  |  |  |
| 22 | Volunteers/Members make an annual financial contribution to the organization |  |  |  |  |  |
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| ARE YOU READY TO SUSTAIN AND DEEPEN PARTICIPATION? TRAINING AND OPPORTUNITIES FOR INCREASING LEVELS OF LEADERSHIP RESPONSIBILITY | |  | YES, my organization does this. | NO, my organization does not do this. |  | Notes / Next Steps |
| 23 | As members prove their reliability and better their skills, we provide them with increasing levels of responsibilities |  |  |  |  |  |
| 24 | Members that distinguish themselves receive awards and are otherwise recognized at our Annual Meeting and other appropriate events |  |  |  |  |  |
| 25 | We have a leadership transition plan and actually do rotate people in leadership positions |  |  |  |  |  |
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