

# Site Visit Checklist/Evaluation

## Rating System

For each of the categories in the table below, give the category a score and make notes as needed.

Score

- 1 = Systems, structures, or programming do not exist in this area, or are very poorly matched to our program.
- 2 = Systems, structures, or programming in this area exist but do not meet expectations. Changes are required to fit program expectations.
- 3 = Adequate, meets basic expectations, but could be improved/deepened/expanded in ways that would produce a better experience for all involved.
- 4 = Very good, meets our expectations, on track for success. We do not expect significant changes or improvements.
- 5 = Excellent, exceeds our expectations. Could serve as a model for other sites.

<b>Site:</b>
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	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Notes</b>
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### ADMINISTRATION

Financial and in-kind support are sufficient to run the local program as expected						
Responsiveness to statewide program requests for info.						
Required paperwork, including reports, is submitted on time						
Site fee is paid on time						

### MEMBER SUPPORT

Member appears well integrated into the organization						
Appropriate supervision is provided, including a feedback loop between the member and supervisor						
Member receives necessary site-specific training						
Member participates as expected in statewide activities, training, program						
Member's physical workspace and equipment meet expectations						

1 2 3 4 5

Notes

**PROGRAM – All**

<b>Volunteer mobilization</b> will happen through adequate systems and plans; the volunteers will help the program succeed						
<b>Sustainability</b> -- enduring systems are in place so the efforts don't end when the member leaves						

**PROGRAM – Organizations**

<b>Organizational Capacity</b> report is drafted – review each category to ensure a good fit						
<b>Youth civic engagement</b> plans (if appropriate to site)						
<b>Summer plans</b> are in place to engage the member (if appropriate)						