**Readiness Worksheet**

To effectively assess your partnership needs, you must first plan out your program/project scope in specific detail. As you develop your program scope, and your readiness to take on CSO partners and volunteer-based projects, consider the following questions:

**Impact** — What organizational or community changes will your program support?

__________________________________________________________________________

__________________________________________________________________________

**Outcomes** — How will your program advance the knowledge, skills and behaviors of participants/volunteers?

__________________________________________________________________________

__________________________________________________________________________

**Products** — What courses, services or other resources will be provided through the partnership?

__________________________________________________________________________

__________________________________________________________________________

**Process** — What actions will be taken to achieve the impacts, outcomes and/or products you seek?

__________________________________________________________________________

__________________________________________________________________________

**Resources** — What human, financial, and other resources will you need to accomplish your goals?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Next, determine what resources can help achieve your goals:

**Individuals** — What can individual people do? What tasks can individuals perform? What skills are necessary for those individuals to perform the necessary tasks? What training is necessary?

**Associations** — What can groups of people do? What tasks can teams perform? What skills are necessary? Will group training/development be necessary?

**Institutions** — What can formal organizations do? What products/services can be provided?

**Physical Spaces** — What spaces are available? Are the facilities safe for volunteers?

**Money/In-kind** — What money/economic supports are needed? What products/services/materials can be donated? What in-kind donations can be solicited? Can volunteers provide any supports? How can money be obtained?
Before approaching a community organization, carefully consider what you want, what you need, and what you can offer. Consider the following questions:

Does the community organization serve the same geographic area that you have easy access to? If not, are you willing to expand/lessen your geographic area?

Is the community agency’s mission linked to the core function and/or the mission of your organization?

What types of need would you be willing to respond (i.e., operational, client services, grounds and building refurbishing, etc.)?

How can a CSO bring added value to your program? How can your program add value to a CSO?

Is the CSO diverse in thought and practice? Do they encourage culturally diverse ways of approaching community needs/issues?

How can the CSO bring added value to your program? How can your program add value to the CSO?