



2009-2010 AmeriCorps Program Internal Evaluation Form

The Corporation for National and Community Service requires all AmeriCorps Programs to complete an internal evaluation annually. The Program is expected to involve key agency staff, host site supervisors and AmeriCorps Members in the self-assessment process.

The self-assessment is due to Nevada Volunteers on March 1st of each grant year.

The self-assessment is organized according to 9 standard areas:

- Program Purpose: Program addresses significant local needs or solves community problems.
- Program Design and Service Activities: Program is appropriately designed to meet identified needs.
- Organizational and Program Management: Program is effectively managed.
- Member Enrollment: Program enrolls all allotted Member slots.
- Member Development: Members are well trained, appropriately supervised and benefit from their national service experience.
- Member Retention: Program retains all Members until successful completion of service.
- Performance Measurement: Program measures all its service activities in a meaningful way. Program meets its performance targets.
- Members are satisfied with their national service experience.
- Action Plan and Timeline

At the beginning of each Standard Area the Program writes a short summary (one page maximum) assessing the relevant strengths, areas that need improvement and key effective practices.

Please contact Bryan Guiot at bryan@nevadavolunteers.org for technical assistance with completing this internal evaluation.

I. PROGRAM PURPOSE

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Mission: *Program presents a clear mission and its service activities are consistent with the mission.*

Target Community: *There is a clear relationship between the Program's mission, service activities and the Members and communities the Program serves.*

II. Program Design and Service Activities

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Community Need: Program's service activities meet demonstrable community needs, are for the public benefit and promote civic engagement.

Activities: Program's mission shapes its structure and services.

Safety: Program incorporates risk management principles and follows appropriate safety practices.

Supervision: Program ensures supervision for each project, promotes Member development principles and high quality community service.

Quality: Service activities are visible, tangible, useful, needed, and provide long-term community benefit.

III. Organization and Management

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Leadership: *Program maintains a strong, engaged, continuous and competent leadership.*

Staffing: *Program staffing structure is sufficient and responsive to Program function and mission.*

Staff Development: *Program incorporates staff development as a management strategy.*

Organizational Development Planning: *Program engages in active organizational planning, which could include annual operational planning, strategic planning, and long term sustainability planning and is committed to a continuous improvement strategy.*

Collaboration: *Program leverages resources through collaboration.*

Visibility: *Program has a marketing strategy and is visible in the community.*

Funding: *Program attracts and effectively manages stable and diverse funding.*

Financial Management: *Program has appropriately competent staff and implements generally accepted accounting principles and sound financial controls appropriate to its organizational size and structure (e.g., internal accounting controls and policies, regular financial statements produced for a governing body or institution, an independent audit, cash flow forecasts, etc.)*

Organizational Risk Management: *Program follows generally accepted human resource practices, retains appropriate files and records, possesses a technological capability (including a back-up system and virus protection) necessary to meet its needs, and maintains a full range of written policies, procedures and insurance coverage as required by federal and state statute.*

Infrastructure: *Program has adequate facilities and equipment to meet the mission and size of the Program and its services.*

3. Member Enrollment

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Recruitment: *Program has a comprehensive and methodical recruitment plan that is appropriately funded.*

Enrollment Rate: *Program enrolls all awarded slots annually.*

Eligibility: *Program ensures and maintains documentation regarding Member eligibility.*

Inclusion: *Program seeks to actively recruit persons with disabilities.*

5. Member Development

Please write an overall self-assessment of the Corps' strengths, areas to be improved, and key effective practices.

Orientation & Training: Program provides comprehensive Member PreService Orientation and adequate on-going training and supervision to successfully complete service assignments and promote Member learning and development.

Member Pay: Program living allowance is appropriate.

Member Responsibility & Leadership: Program engages Members in their personal development and sets high expectations for them. Program provides opportunities for leadership development.

Life skills: Program assesses individual Member needs and provides opportunities for Members to learn needed life skills.

Supportive Services & Opportunities: Program provides Members with appropriate supportive services and opportunities to meet their needs and build on their interests and strengths.

Reflection: Program provides opportunities for Members to reflect on their service experience.

Member Voice: Program actively incorporates Member input in program development and operations.

Internal Community: Program builds 'esprit de Corps' and internal community.

Diversity: Leadership, staff and Members reflect, understand, incorporate and celebrate the diversity of the community the Program serves.

Post-AmeriCorps Services & Support: Program provides or secures services as necessary to facilitate Members transition to school and/or employment and encourages continued affiliation with AmeriCorps Alums.

6. Member Retention

Please write an overall self-assessment of the Corps' strengths, areas that needs improvement and key effective practices.

Retention: Program member retention rate is 100%.

VII. Performance Measurement

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Descriptive Data: *Program collects, aggregates, reports and appropriately stores information on its current operations, services and participants.*

Outcome Data: *Program establishes measurable outputs and outcomes that reflect its goals and mission and collects solid information about the results of ALL of service activities.*

Comparative Measures: *Program seeks sources of comparative information and data from other Programs and external sources (e.g. Project Star) in developing organizational and programmatic goals.*

VIII. MEMBER SATISFACTION:

Please write an overall self-assessment of the Program's strengths, areas that need improvement and key effective practices.

Member Satisfaction: Members are satisfied with their national service experience and believe their service was meaningful and relevant.

IX. ACTION PLAN AND TIMELINE

Action Plan: Program creates a continuous quality improvement plan that is updated annually.

Timeline: Program maintains a realistic timeline to implement the action plan.

AmeriCorps Program Director Signature

Date

Key Agency Staff Signature(s)

Date

AmeriCorps Site Supervisor(s)

Date

AmeriCorps Member(s)

Date