

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

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

### MEMBER SUPPORT

Member appears well <b>integrated</b> into the organization/school						
Appropriate <b>supervision</b> is provided, including a feedback loop between the member and supervisor						
Member receives necessary <b>site-specific training</b>						
Member participates as expected in <b>statewide activities</b> , training, program						
Member's physical <b>workspace</b> 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 – School based**

<b>Leadership Team</b> is in place, includes reps from multiple sectors, is used effectively						
<b>Cohort</b> of youth is identified, fits expectations for who is targeted, plans in place to help them experience academic success						
<b>Youth civic engagement</b> plans are in place, activities fit program expectations for all youth engaged approx. 20 hours						
Activities with youth <b>beyond the cohort youth</b>						
<b>Additional Youth Voice/Youth Action</b> if applicable						
<b>Summer plans</b> are in place to engage the member						

**PROGRAM – Organizations**

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

*Note: Once this draft is finalized, there will be one version of the document for school-based and one for organization-based members.*