

Sample Form - Neighborhood Self Evaluation

The following checklist provides a way for an association to rate its skill or knowledge in different areas. The list is fairly extensive, so not all of the areas will apply to your group. Simply mark each point with the using the following scale:

NI (Needs Improvement)

S (Satisfactory)

E (Excellent)

NA (Not Applicable)

You may also add comments to the list. Feel free to recopy this list and add columns for your comments.

Self-Evaluation Checklist:

1. Organization

- Has written mission statement and bylaws (or operating procedures)
- Develops annual goals and work plan
- Annually evaluates organizational activities
- Meetings are held regularly, widely publicized, and open (and accessible) to the public
- Meetings are well organized; a written agenda is available and is followed
- Meetings begin and end on time
- Written minutes are kept and distributed

2. Leadership

- Reflects neighborhood population
- Articulates issues clearly
- Democratic participatory methods are used to make decisions
- Communicates regularly with group about financial status, key issues, and work plan, etc.
- Knowledgeable about local government and how to influence decision making

3. Communication

- Newsletters are produced and distributed regularly
- An Annual Report or Fact Sheet is produced and distributed
- A record of decisions and policies is well-maintained
- Meetings have adequate publicity throughout the neighborhood and areas where neighbors frequent
- An annual meeting is held for the entire membership/community
- A good relationship with local media is maintained
- Makes presence known at public hearings and before official bodies

4. Diversity

- Leaders and members reflect the neighborhood's diversity (race, homeowners/tenants, income levels, etc.)
- Meeting places are accessible to all persons
- Group involves non- or limited-English speaking persons
- Issues addressed by the group are representative of active and not-so active members

5. Volunteers

- Group recruits and maintains active members
- Group provides orientation for new members
- Volunteers understand their role clearly in the group
- Volunteers are held accountable for their assignment
- Volunteers are motivated and stay involved
- Volunteers are clear about the group's agenda, goals, and tactics

6. Resources

- Group members have diverse fundraising skills
- Annual fundraising goals are set
- Annual fundraising plan and calendar is developed
- Fundraising events are planned and implemented
- Fundraising plan is evaluated at least once a year
- Timely research is done for sources for renewable money
- Maintains 501(c)(3) tax exempt status