

**COWLITZ AMERICORPS NETWORK
PROGRAM SITE VISIT SELF-EVALUATION**



Name of Site:	
Date Site Visit Self-Evaluation Completed:	
Site Visit Self-Evaluation Performed by:	Name: Title:

The Cowlitz AmeriCorps Network (CAN) conducts site visits of its host sites (programs) to ensure compliance with AmeriCorps Provisions and regulations and to evaluate the quality of the services provided to the community and the AmeriCorps Members. The site visits allow the CAN to review and evaluate records, accomplishments, organizational procedures and financial control systems; to conduct interviews; and to provide technical assistance as necessary.

The AmeriCorps Provisions are binding on the Grantee/Host Site. By accepting funds under this Grant, the Grantee/Host Site agreed to comply with the AmeriCorps Provisions, all applicable federal statutes, regulations and guidelines, and any amendments thereto. The Grantee/Host site agreed to operate the funded Program in accordance with the approved Grant application and budget, supporting documents, and other representations made in support of the approved Grant application.

For the purposes of these Provisions, AmeriCorps refers to AmeriCorps*State, AmeriCorps*National and AmeriCorps*Tribes and Territories Programs only. All applicable Provisions of the Grant including regulations and OMB circulars that are incorporated by reference shall apply to any Grantee, sub-grantee, other organization carrying out activities under this award.

AFFILIATION WITH THE AMERICORPS NATIONAL SERVICE NETWORK

Is the organization clearly identified to the public as a Cowlitz AmeriCorps Network Program? (signage)
 Comments: Yes No

Are program participants clearly identified as AmeriCorps Members?
 Comments: Yes No

Does the host site notify Cowlitz AmeriCorps staff when the program that CAN is involved with is recognized in public forums/materials?
 Comments: Yes No

Are Members encouraged to wear service gear at host site events and other times consistent with AmeriCorps guidelines? (They all have an AmeriCorps button and gear)
 Comments: Yes No

Does the program use the AmeriCorps name and logo on public materials?
 Comments: Yes No
Attach copies of stationary, application forms, recruitment brochures, orientation materials, member curriculum, signs (if feasible), press releases and publications created by AmeriCorps members.

Does the host site, within reasonable limits, arrange for Members to participate in AmeriCorps events and activities sponsored by the Corporation such as national service days?
 Comments: Yes No

Does the host site use or display the AmeriCorps name or logo in connection with any of the prohibited activities listed below:

Attempting to influence legislation Yes No

Organizing or engaging in protests, petitions, boycotts, or strikes Yes No

Assisting, promoting or deterring union organizing Yes No

Impairing existing contracts for services or collective bargaining agreements Yes No

Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office Yes No

Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials Yes No

Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization Yes No

Providing a direct benefit to: (i) A for-profit entity; (ii) A labor union; (iii) A partisan political organization; (iv) An organization engaged in the religious activities described in the preceding sub clause, unless Grant funds are not used to support the religious activities; or (v) A nonprofit entity that fails to comply with the restrictions contained in section 501 (c)(3) of U.S. Code Title 26 Yes No

Engaging in voter registration drives or activities Yes No

Comments:

MEMBER POSITION DESCRIPTION/HOST SITE APPLICATION PAPERWORK

Does the position description on file at the host site match the position description provided to CAN staff at the time of the application for a member?
 Comments: Yes No

Does the position description fall within the scope of the approved grant?
 Comments: Yes No

Does the position description include any of the following terms: Job Description, Work, Administrative Tasks, Clerical Duties, or any other prohibited activities?
 Comments: Yes No

Is the position description clear related to the member's role at the host site? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the AmeriCorps member is responsible for recruiting volunteers for the host site, are the volunteers following the prohibited activity guidelines? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the application for an AmeriCorps member signed with a position description attached to it? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the host site supervisor has changed, has the CAN staff been notified and is there a current signature on file of the new supervisor? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any of the responsibilities assigned to the AmeriCorps member and listed on the position description tasks that were assigned to an employee/volunteer who has recently been let go? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
MEMBER SUPERVISION, TRAINING, AND SUPPORT	
Does the host site conduct an orientation for Members? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the host site require Members to sign a Member position description or contract prior to starting their service activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the host site provide Members with training, skills, knowledge and supervision necessary to perform primary service activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the host site provide Members with adequate supervision by qualified supervisors in accordance with the approved application? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been any challenges in supervision of Members at the host sites? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any Members perform employee's duties or did any Members replace an employee of your organization? Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the host site ensure that each Member has sufficient opportunity to complete the required number of hours of service to qualify for his or her education award? (around 40 hours a week) Comments:	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is being done to assist members who may have trouble completing their hours?	
Do any Members' service activities include any of the following:	
Raising funds for an organization's operating expenses or endowment, writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments:

Has a Member ever been seriously injured during service hours at the host site?
 Comments:

Note: In case of injury, the program must report serious injury to the CAN staff immediately.

Yes No

What procedures does the host site have in place to deal with serious injuries or illnesses (making up missed hours, suspension from the program, etc.)?

Yes No

GENERAL PROGRAM QUESTIONS

What is the role of the AmeriCorps position in the agency's overall structure?

What is the purpose/goals of the AmeriCorps position?

How often do you communicate with CAN?

What appears to be the overall strength of this position?

What appears to be the overall challenge facing this position?

What makes the position creative or innovative?

Do you feel that having an AmeriCorps member has made a difference in your agency?
 Comments:

Yes No

<p>How would you rate the esprit de corps of your Members? Comments:</p>	<p>1 2 3 4 5 poor excellent</p>
PROGRAM SUCCESS MEASURES	
<p>Do you feel that this position has made a difference in your community? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you feel that these services would be available without Corporation for National and Community Service funds? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If these funds were to diminish or completely dissolve, could your program sustain itself? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Do you have baseline data to show that you have been successful or not successful? Comments:</p> <p>Provide copies of baseline data if available.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>What indicators/data collection tools do you use to measure your progress toward your position goals? Comments:</p>	
TRAINING AND TECHNICAL ASSISTANCE	
<p>Does staff need any AmeriCorps training or technical assistance needs? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is there anything about Member documentation requirements that are confusing to you? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Is there anything that the CAN could do better or differently to support you in meeting your Member documentation requirements? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does program staff have any questions about member management (hours, training, support)? Comments:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
CERTIFICATION OF PROGRAM DIRECTOR	
<p>I certify that the above information is true to the best of my knowledge.</p> <p>Signature of Host Site Supervisor/ Title</p>	<p>Date:</p>
<p>Cowlitz AmeriCorps Program Director</p>	<p>Date:</p>