

JMGF's Young Adult Service Corps Service Site Assessment Guidance and Tool

This brief questionnaire is intended as a tool to document the process of outreach and site development. Site Tool supports documentation in regards to review of folder and new learning about the potential school or community based partner. In addition, this tool may be used to document site relations, accomplishments and/or challenges.

Folder: *Recommend starting review of folder on 'partner side' (hence left) and then into the right side of the folder, timesheet, survey, etc.*

- **Left Side-** Announce letter, MOU Position Request & Position Description Forms, pledge in back.
- **Right Side-** Full Enrollment/Application Packet, (App, Contract, MDP1, LDR#1) then a time sheet, volunteer survey and overview of Education Award in the back.

JMGF Staff: _____ Date: _____

Organization/School Name & Location: _____

Organization/School Staff present: _____

County: _____ Size of Town: _____ Rural? _____

Review folder and process of Partnering, MOU, Position Description, Designate Site Supervisor, Position Request & Recruitment/Orientation

Program Requirements of Partner Service Site:

Committed to documenting in-kind contributions of supervisory time?

In lieu of direct cost we use in-kind support, explain process & expectation, how in-kind matches program costs

Position Description is clear and does not include clerical/administrative tasks.

No paid employee displaced, no existing funds/AmeriCorps members being replaced.

What are the volunteer service activities? What community need do the service activities meet?

Site offers adequate service hours, 300 or more; Confirm actual hours of service at this site, average hours per week, per month.

Set up students to succeed ahead of time then they follow thru on service commitment.

Is there site specific activities, training, etc. that are opportunities for Member Development?

YASC Member Supervision and Program Contact

Who will this partner designate as a Site Supervisor?

Site Supervisor committed to:

- ~ Attending and/or conducting YASC Member Orientation
- ~ Monthly Time sheet review and punctual monthly submissions
- ~ Participation in conference calls
- ~ Available to YASC Member
- ~ Available to JMGF & YASC Staff
- ~ Willingness to be available in early summer, if needed
- ~ End of Service Evaluation of YASC Member(s)

Contextual Information:

Do they already engage teenagers in volunteer service? If so, how many? Activity? Frequency?

What is their plan/intention to recruit young adults to serve in YASC?

Review Education Award and benefits to partner and young adult(s)/participant(s)

Other Considerations:

History in previous program years with this site? If yes, then favorable? Any issues remaining?

Time sheets submitted on time?

Did they document in-kind time contributions?

Site Supervisor completed End of Service Eval(s) of Members?

Available in the summer for students and/or staff?

Host site has a history of cooperation with JMGF and/or other agencies (returns phone calls and emails promptly, shares credit for success with others involved, is cordial and professional even during disagreements, follows through on commitments)