

# Site Visit Checklist/Evaluation

Completed by the Program Coordinator after the Site Visit

## 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>Date:</b>	<b>Site:</b>
<b>Hours Completed:</b>	<b>Member:</b>

	1	2	3	4	5	Notes
<b>ADMINISTRATION</b>						
<b>Responsiveness</b> to statewide program requests for info.						
Required <b>paperwork</b> , including reports, is submitted on time						
<b>MEMBER SUPPORT</b>						
Member appears well <b>integrated</b> into the site						
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						
<b>Sustainability</b> -- enduring systems are in place so the efforts don't end when the member leaves						

1 2 3 4 5

Notes

**PROGRAM – Alignment with position announcement and progress towards goals**

1. <b>Improving Park Land</b> projects are occurring and are successful						
2. <b>Interpretive and Educational Products and Programs / I&amp;E survey collection</b> projects are on track						
3. <b>Volunteer Capacity Building</b> projects are on track						
4. <b>Community Outreach</b> is on track						
5. <b>Site is Supportive</b> of pursuing program goals and avoiding activities not in line with program						

**PROGRAM – SITE CAPACITY**

<b>Recruitment</b> site participates in the recruitment process and the position is appealing to applicants						
<b>Application Process</b> was smooth, with good communication from the site to the program						
<b>Organizational Capacity</b> site will be a good future host site						

Comments from the Program: