

# READINESS WORKSHEET

To effectively assess your partnership needs, you must first plan out your program/project scope in specific detail. As you develop your program scope, and your readiness to take on CSO partners and volunteer-based projects, consider the following questions:

**Impact** — What organizational or community changes will your program support?

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**Outcomes** — How will your program advance the knowledge, skills and behaviors of participants/volunteers?

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**Products** — What courses, services or other resources will be provided through the partnership?

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**Process** — What actions will be taken to achieve the impacts, outcomes and/or products you seek?

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**Resources** — What human, financial, and other resources will you need to accomplish your goals?

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Next, determine what resources can help achieve your goals:

**Individuals** — What can individual people do? What tasks can individuals perform?

What skills are necessary for those individuals to perform the necessary tasks? What training is necessary?

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**Associations** — What can groups of people do? What tasks can teams perform?

What skills are necessary? Will group training/development be necessary?

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**Institutions** — What can formal organizations do? What products/services can be provided?

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**Physical Spaces** — What spaces are available? Are the facilities safe for volunteers?

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**Money/In-kind** — What money/economic supports are needed? What products/services/materials

can be donated? What in-kind donations can be solicited? Can volunteers provide any supports?

How can money be obtained?

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Before approaching a community organization, carefully consider what you want, what you need, and what you can offer. Consider the following questions:

Does the community organization serve the same geographic area that you have easy access to?  
If not, are you willing to expand/lessen your geographic area?

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Is the community agency's mission linked to the core function and/or the mission of your organization?

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What types of need would you be willing to respond (i.e., operational, client services, grounds and building refurbishing, etc.)?

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How can a CSO bring added value to your program? How can your program add value to a CSO?

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Is the CSO diverse in thought and practice? Do they encourage culturally diverse ways of approaching community needs/issues?

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How can the CSO bring added value to your program? How can your program add value to the CSO?

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