

AmeriCorps Site Visit

Date: _____

Location: _____

Members: _____

Staff Interviewed: _____

I. **Process measures:**

A. Need: Examine how the need for the project was determined, extent the community (target population) was included, how it is assessed in an ongoing manner, etc.

SAMPLE

B. Participant Recruitment: Diversity status, etc.

C. Aggregate Workplan: e.g. core activities, etc.

D. Individual Site Workplans: Monitor the process and identify barriers and strategies put in place to address them, etc.

E. Worksite Data Collection: Review data collection tools, systems, etc.

SAMPLE

F. Participant Data Collection: ? RHY MIS, AmeriCorps participant profiles, etc.

G. Team Meetings: Staff monitoring/feedback meetings for incorporating continuous improvement into daily program management, MANY Corps memo, etc.

MANY Corps

H. On Site Visits: MANY staff, members, community partners, staff, etc.

II. Outcome Measures:

A. Progress made on achievement of objectives

SAMPLE

B. Training Sessions

C. Technical Assistance

Georgia Commission for National and Community Service

Site Visit Report

-date-

This visit for -Program- was conducted by -staff member- as a -type of visit- (regularly scheduled v. special visit).

1. **Uses**-see attached checklist
Note any problems or concerns.

SAMPLE

2. **Program Observations**
GCNCS staff spent approximately X hours on site.

3. **Strengths**
The program has shown exceptional quality and strength in the following areas:

i. List at least three strengths

4. **Weaknesses**
The program shows a mild deficiency or weakness in the following areas:

i. List minor concerns or problems.

5. **Findings/Corrective actions to be taken**
The following findings highlight areas of serious weakness in a program that must be addressed and/or corrected by the **date of the next monitoring visit**

i. List all items/problems that must be corrected by next visit. Make sure this item/problem and its solution is clearly stated.

Please thoroughly review the contents of this report. It is intended to assist you in building and maintaining a high quality program. Please pay special attention to Section 5, Findings.