

# 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. Files- 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:

List at least three strengths

4. Weaknesses

The program shows a mild deficiency or weakness in the following areas:

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

List all items/problems that must be corrected by next visit. Make sure this item/problem and it's 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.**