## SCI AmeriCorps Organizational Social Capital Pre-Assessment

## Organization completing form:

For each of the items please check the most applicable box. "Fully implemented" would indicate very little room for improvement on the item—i.e. the organization is in position to teach others about this practice. Please keep in mind that one of our major AmeriCorps grant goals is to show increased capacity to engage volunteers as a result of the placement.

	Pre-Assessment Date:		Post-Assessment			Date:		
	Form completed by:		Form completed by:					
	Not Implemented	Partially Implemented	Fully Implemented	Comments/ Examples of practice	Not Implemented	Partially Implemented	Fully Implemented	Comments/ Examples of practice
VOLUNTEER MANAGEMENT	Implemented	mptemented	Implemented	of practice			1	
Uses a written volunteer recruitment plan to								
identify connections and networks that can								
generate strong pool of volunteers.								
Organization wide process to follow up with								
people interested in volunteer opportunities								
Volunteer position descriptions defining tasks								
and skills required.								
Process for screening potential new volunteers								
and matching them to appropriate roles. Intentional strategies for volunteers to build								
relationships with one another & agency staff.								
System for regular communication with								
volunteers.								
Training and professional development for								
volunteers								
Method of tracking volunteers (names, contact								
info, hours, etc.)								
Established method of volunteer recognition								
(ongoing thanks + formal programs)								
Method for evaluating								
events/projects/volunteer experiences								
Organization wide commitment to incorporating volunteers as an essential part of								
carrying out mission.								
CONNECTING TO THE COMMUNITY								
Method to regularly disseminate information to								
the community about organization events and								
opportunities Web based source of information with								
organization opportunities; updated regularly								
to reflect current events and opportunities.								
Uses at least 1 social media service to								
create/strengthen relationships with/among								
stakeholders								
Uses at least 1 social media service to								
disseminate information to and engage								
community members Database for contacts of stakeholders and								
community members								
Engages community members through								
organization events/projects								
	-		-					
RELATIONSHIP BUILDING								
Understands the meaning of social capital and its importance								
Name tags at every mtng where some people might not know one another								
Meeting intros encourage participants to learn								
more about each other								
Regularly meets with stakeholders to update,								
engage; not just re tasks or asks								
Regularly communicates with stakeholders to								
update, engage; not just re tasks or asks								
Makes organization's resources available to								
support informal citizen connecting, problem solving (e.g. let local neighborhood watch								
group use meeting space; or serve as fiscal								
agent for neighborhood improvement project)								
System in place for continued involvement								
of/communication with program alumni								
Opportunities for people from across various								
organizational roles to informally connect								

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	Not Implemented	Partially Implemented	Fully Implemented	Comments/ Examples of practice	Not Implemented	Partially Implemented	Fully Implemented	Comments/ Examples of practice
Actively participates in at least 1 ongoing network or associations or organizations that focus on idea/resource sharing								
Informal/formal relationship with at least one other organization in the community								
Has identified and documented organization and organizational members relevant connections within the greater community								
NETWORK DEVELOPMENT								
Considers environmental factors including social network when assessing needs of participants/service recipients.								
As part of service delivery, includes a plan for helping participants or service recipients strengthen their support networks.								
Tracks interests and resources of individuals and organizations in its networks, seeking opportunities to make useful connections.								
Incorporates ways for community members/service recipients to help each other, rather than relying only on agency staff.								
Refers constituents that can't be served by organization to other agencies								
BUILDING BRIDGES							-	
Provides training & dialogue for staff & volunteers to understand and appreciate differences.								
Assesses what demographics participate in agency programs and which are underrepresented.								
Considers observances and practices of diverse cultural groups when planning events.								
Has a plan in place for increasing participation of underrepresented groups at all levels of the organization.								
Participates (or plans) at least one event designed to celebrate the diverse cultures in the organization's community.								
Participates (or plans) at least one event designed to foster dialogue and/or action among the diverse cultures in the organization' s community.								

What other practices, not mentioned in these questions, did your organization use to build social capital and engage volunteers?

Tool originally designed to help organizations consider how they currently build social capital and how they might enhance their efforts to do so. Updated to measure and report on how SCI AmeriCorps members are helping their host organizations increase capacity for engaging volunteers. Created by Social Capital Inc..