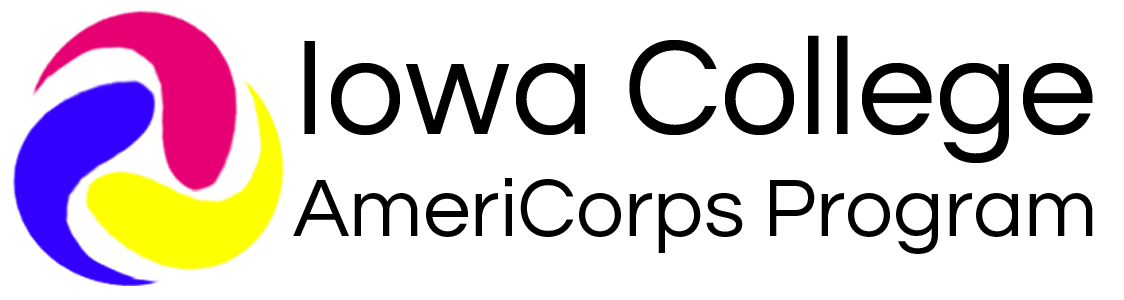


|  |
| --- |
| Instructions |
| **ICAP Campus Supervisor** |
| * Please coordinate the distribution of the pre & post surveys. If more than one member will be serving at a service site, then assign one member to complete the survey process. * Help your members track the completion of surveys. * Maintain original copies of the survey and submit them to IACC at your earliest convenience. We suggest you submit it along with the member’s exit packet. |
| **ICAP Member** |
| * Set up a time to meet with your service site supervisor in order to complete this survey. * Introduce yourself to your supervisor as an AmeriCorps member. * Provide your service site supervisor with a copy of the survey included in this packet. * Tell your supervisor that this is the pre survey and they will be asked to complete another survey near the end of your term. * Thank your supervisor for helping you to complete this performance measure. * Ensure your supervisor has completed all questions to the best of their ability. * When your supervisor has completed the survey, enter their responses on the ICAP performance measure form located on the ICAP website. * <http://iowacollegeamericorps.weebly.com/service-site-survey.html> * Complete this for each of your service sites as listed on your Position Description. * Save the completed survey and give it to your campus supervisor. |
| **Technical Assistance** |
| Questions or concerns regarding the survey can be directed to Justin Ellis at [jellis@iwcc.edu](mailto:jellis@iwcc.edu) or 515-235-4681. |



IowaCollegeAmericorps.weebly.com

Greetings!

I am Justin Ellis, Program Director of the Iowa College AmeriCorps Program (ICAP). You were selected to complete the following survey because your organization is receiving support from one or more AmeriCorps members through Iowa Campus Compact and **[INSERT COLLEGE NAME].**

**What is ICAP?**

The Iowa College AmeriCorps Program (ICAP) is a partnership between participating Iowa colleges and Iowa Campus Compact. AmeriCorps members are currently enrolled college students in the state of Iowa. The goal of our AmeriCorps program is to meets the needs of Iowa’s nonprofit community by matching student’s interests and skills to the needs of local organizations. Most commonly, students recruit volunteers from their college campus and then match them to service projects at their nonprofit. ICAP members may also provide many more capacity building services. Please visit the ICAP website for more details.

**How the site benefits from the campus partnership?**

Because of Iowa Campus Compact’s unique approach to AmeriCorps your time is spent focused on improving your nonprofit. This means that you do not need to approve timesheets, manage AmeriCorps paperwork, track performance measures, or manage the grant. **[INSERT COLLEGE NAME]** and Iowa Campus Compact provide these administrative services in order to let you focus on improving your nonprofit.

Your role is to provide enough opportunities for the member to complete a portion of their service hours. If you do not feel that the member’s project is moving forward smoothly please contact **[INSERT CAMPUS SUPERVISOR’S NAME]**. This is the person with whom you can communicate any issues or problem-solve how to make the most effective use of the student’s time. We encourage you to also have this conversation with the ICAP member.

**What is this survey?**

Your responses help the Iowa College AmeriCorps Program understand how AmeriCorps Members are supporting your organization. Additionally, the results of this survey help Iowa Campus Compact apply for future AmeriCorps funding opportunities.

Please complete the following survey and return it to an ICAP member. You will be asked to complete another survey toward the end of the member’s term of service. The survey will last approximately 5 to 10 minutes. Aggregate results will be reported out through Iowa Campus Compact media channels and individual organizations will not be identified.

If you should have any questions or would like a copy of this survey’s results please contact Justin Ellis, ICAP program director at [jellis@iwcc.edu](mailto:jellis@iwcc.edu) or 515-235-4681.

Sincerely,

Justin Ellis

Below is a list of volunteer management duties and activities that AmeriCorps members may or may not be doing for your organization. Please rank your organization’s current adoption of the following volunteer management practices.

Please enter N/A for any area where you organization is not interested in building capacity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Volunteer Management** | | | | | | | | |
|  | Not at all | | Some Degree | | | Large Degree | | N/A |
|  | | | | | | | | |
| Market research and community needs assessments | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Strategic planning to maximize volunteer impact | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Orienting and training volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Ongoing supervision and management of volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Recognition and volunteer development | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Measuring and evaluating outcomes and process | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Recruiting and marketing to prospective volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Interviewing, screening, and selecting volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
|  | | | | | | | | |
| Development of a written volunteer generation plan | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Formal partnerships for volunteer recruitment | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Establishment of a volunteer unit within the program or organization | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Creation of volunteer manual/training/curriculum | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular supervision and communication with volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Liability coverage or insurance protection for volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Screening and matching volunteers to jobs | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular collection of information on volunteer involvement | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Written policies and job descriptions for volunteer involvement | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Recognition activities such as award ceremonies for volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Annual measurement of volunteer impact | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Training and professional development for volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Training for paid staff in working with volunteers | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

One important outcome of the Iowa College AmeriCorps Program is to improve the capacity of Iowa’s nonprofits. One way we do this is by providing effective capacity building activities.

Below is a list of capacity building duties and activities that AmeriCorps members may or may not be doing for your organization. Please rank your organization’s current capacity to perform the following activities.

Please enter N/A for any area where you organization is not interested in building capacity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Training, Program, and event Development** | | | | | | | | |
|  | No Capacity | | Some Capacity | | | High Capacity | | N/A |
| Organized staff or volunteer training workshops | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development of program training modules | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development of curriculum for new or existing program(s)/event(s) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Creation of an operations manual for new or existing program(s)/event(s) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development or implementation of a new program(s)/event(s) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| **Fundraising** | | | | | | | | |
|  | No Capacity | | Some Capacity | | | High Capacity | | N/A |
| Organize/support fundraising events | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Conduct regular prospecting of grant or other funding sources | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Research and/or write grant proposals | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

Below is a list of capacity building duties and activities that AmeriCorps members may or may not be doing for your organization. Please rank your organization’s current capacity to perform the following activities.

Please enter N/A for any area where you organization is not interested in building capacity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Communication** | | | | | | | | |
|  | No Capacity | | Some Capacity | | | High Capacity | | N/A |
| Website and social media development: Assistance with website or social media | | | | | | | | |
| Creation of an external website | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Procedures to regularly update external website | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular staff/volunteer contribution to the website’s blog | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development of a social media policy | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Creation of social media accounts | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular communication through social media accounts | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Communications: Setting up or improving on-going communications with partners or volunteers, including: | | | | | | | | |
| Regular communication with key stakeholders (e.g., email, newsletter) | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Creation of a place for clients/staff/volunteers to download program documents | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Establish a wiki page | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Ongoing identification of potential partners | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development of brochures, newsletter, marketing materials | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Meeting logistics and support: Assistance with organizational or networking meetings or community forums: | | | | | | | | |
| Ongoing management of event/client meeting invitations | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| An established procedure to reserve client or event meeting space | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Meeting minutes are regularly recorded and disseminated | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Event follow-up communication is regular and consistent | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

Below is a list of capacity building duties and activities that AmeriCorps members may or may not be doing for your organization. Please rank your organization’s current capacity to perform the following activities.

Please enter N/A for any area where you organization is not interested in building capacity.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Research** | | | | | | | | |
|  | No Capacity | | Some Capacity | | | High Capacity | | N/A |
| Community-based Research: Carrying out community-based research project(s), including: | | | | | | | | |
| Development of a survey to research community need | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular data analysis performed on research | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Established program assessments or evaluation | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular data collection for tracking/reporting | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Evaluating community needs by GIS mapping | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Established process to collect oral histories from clients/community members | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Development of an organization database | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular maintenance of an organization database | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Policy research: Carrying out policy or program research on: | | | | | | | | |
| Researching issue briefs | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regular research of funding opportunities | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Regularly reviewing current studies or evaluations | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Researching evidence based practices/model programs | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Researching organizational management best-practices | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Annual reviews of state/federal regulations | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Maintain awareness of state/federal legislation | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |
| Maintain an internal calendar for upcoming meetings/conferences | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ | ⬜ |

What community need is your organization trying to meet? Please select all that apply.

|  |  |
| --- | --- |
| Access to cultural opportunities (theater, museums, etc.) | ⬜ |
| Access to healthcare | ⬜ |
| Access to healthy foods | ⬜ |
| Affordable housing | ⬜ |
| Availability of commercial goods/services | ⬜ |
| Availability of public transportation | ⬜ |
| Childcare / after-school care | ⬜ |
| Job availability | ⬜ |
| Job training | ⬜ |
| Mental health services | ⬜ |
| Recreational opportunities | ⬜ |
| Senior care | ⬜ |
| Strong; well-performing schools | ⬜ |
| Substance abuse services | ⬜ |
| Other (please list) | ⬜ |
| n/a | ⬜ |

|  |  |  |  |
| --- | --- | --- | --- |
| What Iowa Colleges or Universities do you partner with? If none, leave blank. | | | |
| ⬜ | AIB College of Business | ⬜ | Iowa Western Community College | |
| ⬜ | Allen College | ⬜ | Kirkwood Community College | |
| ⬜ | Ashford University | ⬜ | Loras College | |
| ⬜ | Briar Cliff University | ⬜ | Luther College | |
| ⬜ | Buena Vista University | ⬜ | Maharishi University of Management | |
| ⬜ | Central College | ⬜ | Marshalltown Community College | |
| ⬜ | Clarke University | ⬜ | Mercy College of Health Sciences | |
| ⬜ | Coe College | ⬜ | Morningside College | |
| ⬜ | Cornell College | ⬜ | Mount Mercy University | |
| ⬜ | Des Moines Area Community College | ⬜ | North Iowa Area Community College | |
| ⬜ | Des Moines University | ⬜ | Northeast Iowa Community College | |
| ⬜ | Divine Word College | ⬜ | Northwest Iowa Community College | |
| ⬜ | Dordt College | ⬜ | Northwestern College | |
| ⬜ | Drake University | ⬜ | Palmer College of Chiropractic | |
| ⬜ | Eastern Iowa Community College | ⬜ | Saint Ambrose University | |
| ⬜ | Emmaus Bible College | ⬜ | Simpson College | |
| ⬜ | Faith Baptist Bible College | ⬜ | Southeastern Community College | |
| ⬜ | Graceland University | ⬜ | Southwestern Community College | |
| ⬜ | Grand View University | ⬜ | University of Dubuque | |
| ⬜ | Grinnell College | ⬜ | University of Iowa | |
| ⬜ | Hawkeye Community College | ⬜ | University of Northern Iowa | |
| ⬜ | Indian Hills Community College | ⬜ | Upper Iowa University | |
| ⬜ | Iowa Central Community College | ⬜ | Waldorf College | |
| ⬜ | Iowa Lakes Community College | ⬜ | Wartburg College | |
| ⬜ | Iowa State University | ⬜ | Western Iowa Tech Community College | |
| ⬜ | Iowa Valley Community College | ⬜ | William Penn University | |
| ⬜ | Iowa Wesleyan College | ⬜ | Other (please list) | |
| **(Optional)** Please circle the names of any Iowa Colleges or Universities that you do not partner with, but would like to in the future. | | | | |

|  |  |  |
| --- | --- | --- |
| What is your organization’s annual budget? | | |
| * $0 – $49,999 * $50,000 – $99,999 * $100,000 – $249,999 * $250,000 – $499,999 * $500,000 – $999,999 | * $1,000,000 - $1,999,999 * $2,000,000 - $4,999,999 * $5,000,000 - $9,999,999 * $10,000,000 - $19,999,999 * Greater than $20 million | |
|  | | |
| What description best defines your organization’s focus area? | | |
| * Arts/Culture/Humanities * Civic Rights/Social Action/Advocacy * Community Development * Education * Environmental and Animals * Foundation * Health * House of Worship | * Human Services * International/Foreign Affairs * Mutual/Membership Benefits * Public/Societal Benefit * Workforce Development | |
| * Other (please list below) | |
|  | |
|  | | |
| About how many volunteers do you recruit each year? | |  |
|  | |  |
| About what percentage of those volunteers are college students? | |  |
|  | | |
| What is the name of your organization? | | |
|  | | |
|  | | |
| If applicable, what is the name of your program receiving AmeriCorps services? | | |
|  | | |
|  | | |
| Please provide any additional comments or questions you may have regarding your experience with the Iowa College AmeriCorps Program. | | |
|  | | |