



Iowa College

AmeriCorps Program

Instructions

ICAP Member

- ▶ Please take every effort to ensure that the individual completing the post-survey is the same individual who completed the pre-survey.
- ▶ Set up a time to meet with your service site supervisor in order to complete this survey.
- ▶ Provide your service site supervisor with a copy of the survey included in this document.
- ▶ Tell your supervisor that this is the post survey that will help measure your success in the program.
- ▶ 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>
- ▶ Save the completed survey and submit it to Iowa Campus Compact with your exit packet.

Technical Assistance

Questions or concerns regarding the survey can be directed to Justin Ellis at jellis@iwcc.edu or 515-235-4681.

Post-Survey | ICAP Service Site



Iowa College AmeriCorps Program

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 meet 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. 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 or 515-235-4681.

Sincerely,

Justin Ellis

Post-Survey | Capacity Building Activities

How well have ICAP members improved your organization's capacity in the following areas? Please enter N/A if the member(s) did not provide this service whatsoever.

Volunteer Management

	Not at all	Some Degree	Large Degree	N/A
Market research and community needs assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic planning to maximize volunteer impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orienting and training volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing supervision and management of volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition and volunteer development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measuring and evaluating outcomes and process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruiting and marketing to prospective volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interviewing, screening, and selecting volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of a written volunteer generation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal partnerships for volunteer recruitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establishment of a volunteer unit within the program or organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creation of volunteer manual/training/curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular supervision and communication with volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability coverage or insurance protection for volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screening and matching volunteers to jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular collection of information on volunteer involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written policies and job descriptions for volunteer involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition activities such as award ceremonies for volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual measurement of volunteer impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and professional development for volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training for paid staff in working with volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Please circle any services you did not receive, but would like to in the future.				

Post-Survey | Capacity Building Activities

How well have ICAP members improved your organization's capacity in the following areas? Please enter N/A if the member(s) did not provide this service whatsoever.

Training and Program Development

	No Capacity	Some Capacity	High Capacity	N/A
Organized staff or volunteer training workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of program training modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of curriculum for new or existing program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creation of an operations manual for new or existing program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fundraising

	No Capacity	Some Capacity	High Capacity	N/A
Organize/support fundraising events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct regular prospecting of grant or other funding sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research and/or write grant proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Please circle any services you did not receive, but would like to in the future.				

Post-Survey | Capacity Building Activities

How well have ICAP members improved your organization's capacity in the following areas? Please enter N/A if the member(s) did not provide this service whatsoever.

Communication

	No Capacity	Some Capacity	High Capacity	N/A
<u>Website and social media development:</u> Assistance with website or social media				
Creation of an external website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures to regularly update external website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular staff/volunteer contribution to the website's blog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of a social media policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creation of social media accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular communication through social media accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Communications:</u> Setting up or improving on-going communications with partners or volunteers, including:				
Regular communication with key stakeholders (e.g., email, newsletter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creation of a place for clients/staff/volunteers to download program documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish a wiki page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing identification of potential partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of brochures, newsletter, marketing materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Meeting logistics and support:</u> Assistance with organizational or networking meetings or community forums:				
Ongoing management of event/client meeting invitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An established procedure to reserve client or event meeting space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting minutes are regularly recorded and disseminated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event follow-up communication is regular and consistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Please circle any services you did not receive, but would like to in the future.				

Post-Survey | Capacity Building Activities

How well have ICAP members improved your organization's capacity in the following areas? Please enter N/A if the member(s) did not provide this service whatsoever.

Research

	No Capacity	Some Capacity	High Capacity	N/A
<u>Community-based Research:</u> Carrying out community-based research project(s), including:				
Development of a survey to research community need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular data analysis performed on research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Established program assessments or evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular data collection for tracking/reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluating community needs by GIS mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Established process to collect oral histories from clients/community members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of an organization database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular maintenance of an organization database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Policy research:</u> Carrying out policy or program research on:				
Researching issue briefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular research of funding opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly reviewing current studies or evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researching evidence based practices/model programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researching organizational management best-practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual reviews of state/federal regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain awareness of state/federal legislation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain an internal calendar for upcoming meetings/conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Optional Please circle any services you did not receive, but would like to in the future.				

Post-Survey | Demographics

What is the name of your organization?

If applicable, what is the name of the program receiving AmeriCorps services?

Please provide any additional comments or questions you may have regarding your experience with the Iowa College AmeriCorps Program.