



Iowa College

AmeriCorps Program

Instructions

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 document.
- ▶ 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>
- ▶ 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.

Pre-Survey | Volunteer Management

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 your organization is not interested in building capacity.

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"/>

Pre-Survey | Capacity Building

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 your organization is not interested in building capacity.

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"/>

Pre-Survey | Capacity Building

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 your organization is not interested in building capacity.

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"/>

Pre-Survey | Demographics

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

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

Pre-Survey | Demographics

What Iowa Colleges or Universities do you partner with? If none, leave blank.

- | | |
|--|--|
| <input type="checkbox"/> AIB College of Business | <input type="checkbox"/> Iowa Western Community College |
| <input type="checkbox"/> Allen College | <input type="checkbox"/> Kirkwood Community College |
| <input type="checkbox"/> Ashford University | <input type="checkbox"/> Loras College |
| <input type="checkbox"/> Briar Cliff University | <input type="checkbox"/> Luther College |
| <input type="checkbox"/> Buena Vista University | <input type="checkbox"/> Maharishi University of Management |
| <input type="checkbox"/> Central College | <input type="checkbox"/> Marshalltown Community College |
| <input type="checkbox"/> Clarke University | <input type="checkbox"/> Mercy College of Health Sciences |
| <input type="checkbox"/> Coe College | <input type="checkbox"/> Morningside College |
| <input type="checkbox"/> Cornell College | <input type="checkbox"/> Mount Mercy University |
| <input type="checkbox"/> Des Moines Area Community College | <input type="checkbox"/> North Iowa Area Community College |
| <input type="checkbox"/> Des Moines University | <input type="checkbox"/> Northeast Iowa Community College |
| <input type="checkbox"/> Divine Word College | <input type="checkbox"/> Northwest Iowa Community College |
| <input type="checkbox"/> Dordt College | <input type="checkbox"/> Northwestern College |
| <input type="checkbox"/> Drake University | <input type="checkbox"/> Palmer College of Chiropractic |
| <input type="checkbox"/> Eastern Iowa Community College | <input type="checkbox"/> Saint Ambrose University |
| <input type="checkbox"/> Emmaus Bible College | <input type="checkbox"/> Simpson College |
| <input type="checkbox"/> Faith Baptist Bible College | <input type="checkbox"/> Southeastern Community College |
| <input type="checkbox"/> Graceland University | <input type="checkbox"/> Southwestern Community College |
| <input type="checkbox"/> Grand View University | <input type="checkbox"/> University of Dubuque |
| <input type="checkbox"/> Grinnell College | <input type="checkbox"/> University of Iowa |
| <input type="checkbox"/> Hawkeye Community College | <input type="checkbox"/> University of Northern Iowa |
| <input type="checkbox"/> Indian Hills Community College | <input type="checkbox"/> Upper Iowa University |
| <input type="checkbox"/> Iowa Central Community College | <input type="checkbox"/> Waldorf College |
| <input type="checkbox"/> Iowa Lakes Community College | <input type="checkbox"/> Wartburg College |
| <input type="checkbox"/> Iowa State University | <input type="checkbox"/> Western Iowa Tech Community College |
| <input type="checkbox"/> Iowa Valley Community College | <input type="checkbox"/> William Penn University |
| <input type="checkbox"/> Iowa Wesleyan College | <input type="checkbox"/> 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.

Pre-Survey | Demographics

What is your organization's annual budget?

- | | |
|--|--|
| <input type="checkbox"/> \$0 – \$49,999 | <input type="checkbox"/> \$1,000,000 - \$1,999,999 |
| <input type="checkbox"/> \$50,000 – \$99,999 | <input type="checkbox"/> \$2,000,000 - \$4,999,999 |
| <input type="checkbox"/> \$100,000 – \$249,999 | <input type="checkbox"/> \$5,000,000 - \$9,999,999 |
| <input type="checkbox"/> \$250,000 – \$499,999 | <input type="checkbox"/> \$10,000,000 - \$19,999,999 |
| <input type="checkbox"/> \$500,000 – \$999,999 | <input type="checkbox"/> Greater than \$20 million |

What description best defines your organization's focus area?

- | | |
|--|--|
| <input type="checkbox"/> Arts/Culture/Humanities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Civic Rights/Social Action/Advocacy | <input type="checkbox"/> International/Foreign Affairs |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Mutual/Membership Benefits |
| <input type="checkbox"/> Education | <input type="checkbox"/> Public/Societal Benefit |
| <input type="checkbox"/> Environmental and Animals | <input type="checkbox"/> Workforce Development |
| <input type="checkbox"/> Foundation | <input type="checkbox"/> Other (please list below) |
| <input type="checkbox"/> Health | |
| <input type="checkbox"/> House of Worship | |
-

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.