

THE LEIGHTY FOUNDATION

SITE VISIT CHECKLIST

Possible participants:

- Executive Director
- Board member
- Volunteer Coordinator
- Development Director
- Key volunteer
- Client
- Program staff person

Organizational stability:

- Clear mission and purpose
- Realistic objectives and plans
- Staff competence and retention
- Director and Board: diversity and retention
- Collaborations and relationships

Financial stability:

- Varied and strong funding base
- Other funders:
- Board support
- Percent of cost for fundraising and G&A
- Cash flow
- Executive Director's salary; Total budget

Volunteer utilization:

- Support and vision of Executive Director
- Professionally trained Volunteer Coordinator
- Board leadership and involvement
- Volunteer/staff relationships
- Impact of volunteers on organizational mission

Sustainability:

- Mission can be accomplished without compromising Earth sustainability
- Exhibits responsibility in areas such as: recycling, energy, transportation communication
- Articulation of the importance of making sustainable choices