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

Updated 9/98, 7/99