

RAPID DIAGNOSTICS OF YOUR COMMUNITY COALITION

Please take the work you do in this document back to your coalition and make a special effort to share and establish goals to make improvements and celebrate what you are doing well. Each question or statement in this document is measured on a 5 point scale.



DIAGNOSTICS SCORE SHEET	
Section	Total Score
1. CLEAR MISSION and VISION	
2. EFFECTIVE STRUCTURE	
3. MEANINGFUL MEETINGS	
4. SENSE OF COMMUNITY	
5. STRATEGIC OUTREACH and COMMUNICATION	
6. MEMBER GROWTH and RESPONSIBILITY	
7. CHAMPIONS	
8. MEET NEEDS and PROVIDE BENEFITS	
9. DATA and STRATEGY DRIVEN	
10. DOING PROJECTS	
FINAL SCORE	

Your Coalition's Diagnosis for each section is scored as follows:

Score Range	Comments
5-15	Check-up time!! You may need an "overhaul."
15-20	Watch out!! It's time for a "tune-up" to get everything in good working order.
20-25	Congratulations!! You're running smoothly and all systems are go! Keep up the good work!

1. Are the Coalition's MISSION and VISION CLEAR?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition's vision takes into account what is happening in the community.	
B. The vision and goals are written down.	
C. Residents and institutions are all aware of the vision and goals of the coalition.	
D. The coalition periodically reevaluates and updates its vision and goals.	
E. The activities of the coalition are evaluated in relation to the vision and goals.	
Notes:	Sub Score

2) How EFFECTIVE is the STRUCTURE of the Coalition?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition has a regular meeting cycle that members can expect.	
B. The coalition has active committees.	
C. All of the members have copies of the by-laws.	
D. The executive board and committees communicate regularly.	
E. The executive board meets on a regular basis with good attendance.	
Notes:	Sub Score

3) How MEANINGFUL are Coalition MEETINGS?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. Members feel free to speak at a meeting without fear of being attacked.	
B. The coalition advertises its meetings with sufficient notice by sending agendas and flyers out in advance.	
C. Child care and translation are provided at meetings when needed.	
D. The work of the meeting, as outlined in the agenda, gets accomplished because meetings start and end on time.	
E. The meetings are held in central, convenient, and comfortable places and at convenient times for all members.	
Notes:	Sub Score

4) Are there Opportunities to Build SENSE OF COMMUNITY?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition builds social time into the meetings so that people can talk informally and build a sense of community.	
B. The coalition plans fun social activities.	
C. Everyone in the coalition is treated equally.	
D. All contributions from members, large and small, are recognized and rewarded.	
F. All residents are made to feel welcome in the coalition regardless of income, race, gender, or education level.	
Notes:	Sub Score

5) How STRATEGIC are OUTREACH and COMMUNICATION Efforts?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition has a newsletter or another method of communication that keeps the school community regularly updated and informed about its activities.	
B. The coalition uses a survey, or other methods to collect information about members' interests, needs, concerns.	
C. The survey results are always published and used to guide the coalition's projects.	
D. The survey is conducted every year or so because the community and residents change.	
E. The coalition "goes to where members are" to do outreach, including where people live, shop and work.	
Notes:	Sub Score

6) Opportunities for MEMBER GROWTH and RESPONSIBILITY?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition makes a conscious effort to develop new leaders.	
B. Training and support are offered to new leaders as well as to the more experienced leaders (by the coalition or through outside agencies).	
C. A “buddy system” matches less experienced members with leaders to help them learn jobs and make contacts.	
D. Committees are given serious work to do.	
E. Leadership responsibilities are shared in the coalition; i.e., chairing a meeting is a job that rotates.	
Notes:	Sub Score

7) How Well is the Coalition Building CHAMPIONS in the Community?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition leaders know how to negotiate with “power players” such as elected officials and institutional leaders and successfully “win” on issues of concern to members.	
B. The coalition has regular representatives who attend important community meetings.	
C. Leaders and members of the coalition understand the lines of authority, Leaders and members of the coalition understand the lines of authority, decision making power, responsibilities, and other aspects of the “power structure” of the community.	
D. The coalition meets with officials on a regular basis about the issues that concern members.	
F. The coalition participates in citywide activities and demonstrations that focus on community issues.	
Notes:	Sub Score

8) How Well Does the Coalition MEET NEEDS and PROVIDE BENEFITS?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. Resource lists and important contacts are regularly made available to members.	
B. Workshops are held with “subject matter experts” who can provide concrete services to members.	
C. The coalition helps members with issues of individual need.	
D. If a member survey indicates personal issues (e.g. child care or housing problems) were getting in the way of residents' involvement, the coalition would respond to those issues.	
F. The coalition holds meetings and workshops where residents can meet elected officials and city service personnel to voice their opinions and learn about resources and programs in the community.	
Notes:	Sub Score

9) Is the Coalition's Work DATA and STRATEGY DRIVEN?	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. The coalition works within the community on common issues and with citywide coalitions that work on critical community concerns.	
B. The coalition utilizes resources and information on other coalitions that can help the community, i.e., training workshops on environmental organizing.	
C. The coalition stays on top of issues affecting the community, region, state.	
D. Outside speakers come to meetings to speak on topics of interest to members.	
E. When the coalition wants to work on an issue, leaders know where to go to get resources on that issue.	
Notes:	Sub Score

10) The Coalition's Effectiveness in DOING PROJECTS (Planning, Implementing & Evaluating)	
Statement (in the space after each statement provide evidence to support your score)	Score (1 to 5)
A. At the beginning of each new year, the coalition develops a plan that includes goals and activities that it wants to accomplish during the year.	
B. The plans are based, at least in part, on information collected from surveys of members.	
C. After each activity or project, leadership or the committee evaluates how it went, in order to learn from the experience.	
D. The coalition always organizes visible projects that make a difference to members.	
E. When projects are undertaken, action plans that identify tasks, who will do what, and target dates are developed.	
Notes:	Sub Score

PLAN OF ACTION

Section:			
Action Steps	Responsible Person / Group	Resources / Products Needed or Created Out of This Step	Additional T/TA Needed (Topic)
Within 1 Month			
Within 3 Months			
Within 6 Months			