

REACH COALITION SELF-ASSESSMENT: A Survey to Assess Coalition Functioning

REPORTING REQUIREMENTS

Successful coalitions have the willingness and ability to assess their organizational functioning as well as progress in strategies, projects or activities. The intent of the REACH Coalition Self-Assessment is to assist coalitions in identifying and celebrating their strengths as well as the opportunity to collectively address challenges to successful operations/functions. Below are suggested guidelines for conducting the self-assessment as well as the reporting requirements that include findings from the self-assessment. The survey has been modified from the first version to include specific questions related to the role and engagement of youth in the coalition. These additional/revised questions are highlighted within each of the coalition functioning areas for ease of reference. We hope that coalitions will take this opportunity to seek input from youth who have been actively engaged in key components of the coalition's work whether as part of a youth advisory group, data workgroup, or other roles and functions.

Reporting Requirements: Due March 23, 2007

Please submit a narrative that addresses the following 7 questions:

1. Describe your coalition's vision, mission and governance structure.
2. Describe key membership of the coalition. Attach a list of members and the organizations, sectors and/or groups they represent.
3. Describe the process for completing the self-assessment, analysis of findings and development of next steps.
 - Who and how was the coalition involved?
 - How were youth involved?
 - How many coalition members participated including youth?
 - How were the next steps/action items identified?
4. What progress did the coalition make on the actions prioritized from the first self-assessment identified in September 2006?
5. What did you learn as a result of doing the second self-assessment?
6. What priorities emerged as areas for further action in each of the coalition function areas? How will the coalition address these?
7. What commitments did coalition members make to next steps/actions? How are youth engaged in these next steps/actions?

Tips for Using the Survey:

- 1.** Coalition members can complete the survey separately and then come together to discuss results and plan action steps.
- 2.** To more fully engage youth, you may want to read the survey aloud to youth participating in the survey. This may create more understanding about the criteria and information requested.
- 3.** Once members have completed the survey, the group can determine what areas were most often marked “successful” or “partially successful.” These are areas in which your coalition is well functioning and strong. How can you maximize these strengths?
- 4.** Determine which questions were most often marked “challenging” or “very challenging.” These are areas that require action. What will you do to improve coalition functioning in these areas?
- 5.** Create a plan of action that includes the name of someone who has agreed to take the lead, key activities, and a timeline for implementing actions.
- 6.** Pay attention to any notable differences between youth and adult responses and develop actions as necessary.

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A Survey to Self-Assess Coalition Functioning

Please check:

_____ Youth Coalition Member

_____ Adult Coalition Member

Please rate the following statements in each of the six coalition function areas using the scale below that most closely matches your experiences with the coalition. New questions related to participation and role of youth in the coalition are *italicized* for easy reference.

I. Coalition Function: Shared Vision

1 = Successful 2 = Somewhat Successful 3 = Challenging 4 = Very Challenging
5 = Don't Know/Not Sure

1. Our coalition has developed a vision (a statement of what our hopes are) that represents input from a broad range of people in the community, including youth.	1	2	3	4	5
2. Our vision is the starting point for setting goals, developing strategies, and creating change.	1	2	3	4	5
3. Our coalition revisits our vision periodically and revises when needed.	1	2	3	4	5
4. Coalition members, especially youth, can see where their personal vision fits in the shared vision.	1	2	3	4	5

II. Coalition Function: Inclusivity & Participation

1 = Successful 2 = Partially Successful 3 = Challenging 4 = Very Challenging
5 = Don't Know/Not Sure

1. Coalition membership is open – that is, anyone who supports our goals can join.	1	2	3	4	5
2. <i>Coalition understands and supports youth involvement in the development of coalition tool and activities.</i>	1	2	3	4	5
3. <i>Our coalition members represent and work with a wide range of people and community groups (youth, parents, faith, business, associations) including people of diverse backgrounds (race, schools, age, foster youth, youth in juvenile justice, home-schooled, etc.).</i>	1	2	3	4	5
4. Coalition meetings and materials are presented in languages and in ways that all members can understand.	1	2	3	4	5

5. Our membership includes a balance of community members and agency (school, health department, library, police department, etc.) representatives.	1	2	3	4	5
6. <i>Members share responsibility and workload so that the work of the coalition is accomplished.</i>	1	2	3	4	5
7. <i>Meetings are held at times and locations convenient to youth and other members.</i>	1	2	3	4	5
8. <i>Youth take on roles in meetings such as recording, facilitating, chairing/co-chairing, leading icebreakers, presenting.</i>	1	2	3	4	5
9. <i>Youth feel that their involvement and ideas are actively heard valued, and considered by other coalition members.</i>	1	2	3	4	5

III. Coalition Function: Governance and Sound Decision-Making

1 = Successful 2 = Partially Successful 3 = Challenging 4 = Very Challenging
5 = Don't Know/Not Sure

1. Our coalition has an effective structure to accomplish the work (e.g. committees, etc.).	1	2	3	4	5
2. Our coalition has an agreed upon decision-making process that is spelled out in writing and is understood by all members.	1	2	3	4	5
3. <i>Youth have a formal role/vote in decisions made by coalition.</i>	1	2	3	4	5
4. Coalition members, including youth, have an opportunity to participate in decision-making, lending opinions and input.	1	2	3	4	5
5. We are able to resolve conflict in order to reach decisions.	1	2	3	4	5
6. Our coalition uses consensus as a decision-making tool where members can "live with" decisions made if not entirely agree.	1	2	3	4	5
7. Decision-making power is shared and not just in the hands of a few.	1	2	3	4	5
8. Our coalition collects information and data and uses it to make informed decisions.	1	2	3	4	5

IV. Coalition Function: Facilitative Leadership

1 = Successful 2 = Partially Successful 3 = Challenging 4 = Very Challenging
5 = Don't Know/Not Sure

1. Leadership is shared among members (e.g., co-chairing, different members lead coalition activities).	1	2	3	4	5
2. New members of the coalition have the opportunity to take leadership roles, including youth.	1	2	3	4	5

3. The coalition provides leadership within the broader community on youth development issues.	1	2	3	4	5
4. Ideas of all members are heard and respected.	1	2	3	4	5
5. We take time out to have fun and celebrate success.	1	2	3	4	5
6. Talents, gifts and skills of coalition members are recognized and used by coalition leaders.	1	2	3	4	5
7. <i>Roles and responsibilities of coalition members, especially youth are written down and understood by all members.</i>	1	2	3	4	5
8. <i>Support (training, information, mentoring, and/or coaching) is provided to youth and adults to help them be effective on the coalition by increasing their skills in facilitation, presentation, handling conflict, and ways to work on youth/adult alliances.</i>	1	2	3	4	5

V. Coalition Function: Effective Communication

1 = Successful 2 = Partially Successful 3 = Challenging 4 = Very Challenging
5 = Don't Know/Not Sure

1. Information about coalition activities and decision-making is freely shared and easily accessible – there is not a lot of “insider” or secret information.	1	2	3	4	5
2. Our coalition has a communication plan that encourages communication among members and the larger community (e.g., email lists, newsletters, meetings, and community forums).	1	2	3	4	5
3. <i>Youth have access to and regular contact with the board members and other adult leaders.</i>	1	2	3	4	5
4. Information about upcoming events and activities received via e-mail, fax or mail is shared with all coalition members.	1	2	3	4	5
5. Coalition activities are conducted in language that everyone can understand (e.g., no jargon, multilingual).	1	2	3	4	5
6. The results of our work are shared with the larger community.	1	2	3	4	5
7. Our coalition has a visible presence and identity in the community (e.g., our logo, slogan, etc. are seen and recognized by the community).	1	2	3	4	5

VI. Coalition Function: Sustainability

1 = Successful 2 = Partially Successful 3 = Challenging 4 = Very Challenging
 5 = Don't Know/Not Sure

1. Our coalition periodically evaluates its efforts and reviews activities members want to continue or drop.	1	2	3	4	5
2. Our coalition has a constituency (community residents who are committed to continuing youth development efforts).	1	2	3	4	5
3. Our coalition has built its capacity – and that of residents – to understand how policy (e.g., laws, regulations, systems, school rules) is made and influenced.	1	2	3	4	5
4. Members have formed relationships to gain support of local institutions (school, city government, county government, hospital, library, etc.) and formal policy bodies (city county, county board of supervisors, school board, community service district, etc.).	1	2	3	4	5
5. Our coalition has implemented policy and systems change strategies (changed or influenced rules, systems or laws, or caused money to be distributed differently, etc. One example of this is adding an additional bus stop to the bus schedule).	1	2	3	4	5
6. Successful activities and programs started by our coalition are continued by other community groups in their ongoing work.	1	2	3	4	5
7. The coalition has a plan for sustaining or continuing its work and impact.	1	2	3	4	5
8. The coalition has a fund development plan (a plan to raise money) to sustain main activities and successful strategies.	1	2	3	4	5