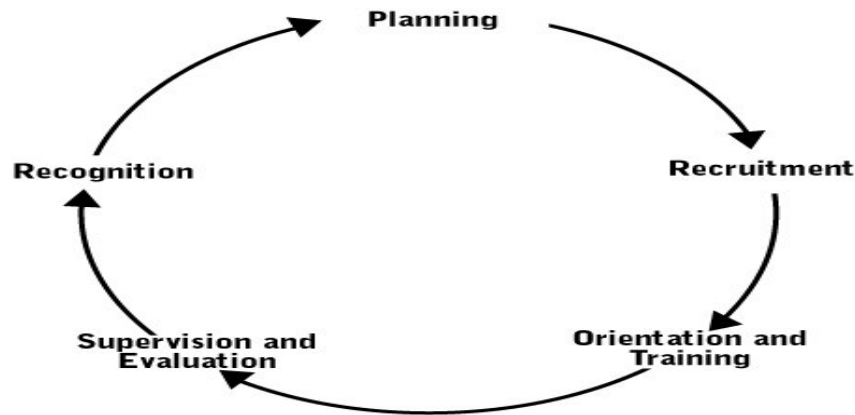


Site Management Cycle



PLANNING – essential for the success of any program and involves:

- obtaining buy-in
- designing site responsibilities
- creating application forms and MOUs
- developing applicable policies and procedures
- educating the organization and sites about AmeriCorps and the importance of your members

SELECTION –who, why, where, when and how. Who is your ideal site? Why would they be interested in the program and its purpose? Where and when can you reach these sites? What do you need to do and put in place so sites understand their role, the program, AmeriCorps and the partnership?

SUPPORT -

Orientation and Training – build relationships first; give general information about your organization; get project buy-in; specific information about the project, needs, activities, and outcomes; information about the members; training on supervision; and information about AmeriCorps.

Ongoing Communication, Supervision and Evaluation –You need to know that the site and you, as a program, are fulfilling your roles effectively and the sites need affirmation too. Additionally, you need to regularly communicate expectations; monitor to ensure performance, adequate member support, and compliance; and offer opportunities for feedback from sites and members.

Recognition and Reflection – happens in an informal way every time a “thank you” is said. Formally, sites are thanked through celebrations and recognition events planned in their honor. It is important that the thank you fits the site; you need to know your sites so they can be thanked in a way that leaves them feeling truly recognized. Find opportunities for ongoing reflection – how is the work your sites and you, as an entire program, benefitting the community, members, and your organizations and what can you learn so you can improve every year.

SITE MANAGEMENT PRINCIPLES

PLANNING	
<input type="checkbox"/>	Conducts a well-documented community assessment that, at a minimum, involves the community and partner sites in assessing priority areas of program focus.
<input type="checkbox"/>	Involves and gets buy-in from all partner sites in project planning and development.
<input type="checkbox"/>	Has a written position description for the various member positions, developed in partnership with sites.
<input type="checkbox"/>	Works with sites to finalize performance measurements.
<input type="checkbox"/>	Partnerships must be Win-Win – Program conducts partner assessments that look at and ask what sites want and need to be happy and successful.
<input type="checkbox"/>	Has written, collaboratively-developed partner site agreements that include thorough understanding of program, roles, responsibilities, expectations, policies, procedures, outcomes and agreements
<input type="checkbox"/>	Program and sites identify and remove potential barriers to active involvement of people with disabilities and provide reasonable accommodations as necessary.
<input type="checkbox"/>	Participant and site year-long training calendar is in writing, distributed to and understood by all.
<input type="checkbox"/>	Sites provide participants with appropriate service/personal spaces.
<input type="checkbox"/>	Assure sites are steeped in AmeriCorps - Sites display openly and proudly AmeriCorps identification and signage, demonstrating their commitment to AmeriCorps
SELECTION	
<input type="checkbox"/>	Sites provide incremental in-kind and cash resources to support the program, as outlined in the site agreement.
<input type="checkbox"/>	Selects site partners that are consistent with program goals, values, vision, and mission, demonstrate commitment to and understanding of AmeriCorps.
<input type="checkbox"/>	Has written and regularly carried out recruitment and selection systems (yearly or every 3 years) that ensure sites are committed and appropriate for the overall program.
<input type="checkbox"/>	Program and sites are accessible and appealing to a broad range of potential participants, including a comfortable atmosphere and welcoming staff.
SUPPORT – Orientation and Training	
<input type="checkbox"/>	Holds yearly orientation that all sites must attend, regardless of longevity.
<input type="checkbox"/>	Provides new staff orientation yearly for new site staff, either 1-1 or in large group.
<input type="checkbox"/>	Trains sites on performance measurements and data collection; provides sites the tools and information needed to successfully collect and report on data.
<input type="checkbox"/>	Train early and often - hold pre-service site training, ongoing trainings and meetings with site partners to increase knowledge and skills as well as voice concerns and suggestions for improvement.

SUPPORT – Communication, Supervision, and Evaluation	
<input type="checkbox"/>	Carries out written systems to collect and report on data on an ongoing basis, including roles, responsibilities and expectations of all sites.
<input type="checkbox"/>	Reports evaluation data to sites, provides opportunity for feedback and discussion, then uses the data and feedback to inform decisions, assess program’s effectiveness, improve quality, and manage the program.
<input type="checkbox"/>	You and members are proactively a part of sites activities, trainings, events and celebrations.
<input type="checkbox"/>	Establish relationships with your sites - sites and program organization demonstrate continuing partnerships that extend beyond the collaboration agreement outside of national service.
<input type="checkbox"/>	Program and sites carry out written systems and procedures to monitor, support, evaluate, provide written and verbal feedback, and receive written and verbal feedback to and from sites.
<input type="checkbox"/>	Establish a peer mentoring system that supports the sharing of effective practices and development of site staff.
<input type="checkbox"/>	Sites understand fully what they are expected to do and adhere to and program regularly monitors and provides feedback – both strengths and areas of improvement for sites and program so that compliance and high quality is always at the forefront.
<input type="checkbox"/>	Program and sites create and carry out, as applicable, a written procedure for addressing site non-compliance.
<input type="checkbox"/>	Implements innovative ways to maintain ongoing communication at a distance.
<input type="checkbox"/>	Sites include members and you in host agency's activities, trainings, and events – seeing you as a part of their organization.
SUPPORT – Recognition and Reflection	
<input type="checkbox"/>	Catch your sites doing something good - carry out a process to internally and externally recognize partner site accomplishments, including community impact that meets and exceeds agreed upon expectations.
<input type="checkbox"/>	Demonstrate enthusiasm year round and bring it out in your partner sites and members.
<input type="checkbox"/>	Creates opportunities for site staff and site organizations to reflect on the year.
<input type="checkbox"/>	Celebrate program and site impact at the end of the year.
<input type="checkbox"/>	Recognize birthdays of site supervisor and key staff.