

## IMPACT PROJECT GRADING RUBRIC

Both papers will be professional quality. They can be written in report form, with a heading for each section and subheading for each subsection. Please use full sentences and paragraphs for each section. You can add tables or spreadsheets. The goal is to provide your information as effectively as possible. A detailed list of questions is provided for each of the IMPACT section on a table in the following pages.

### Paper One

Identify		40 points
Motivate		40 points
Writing quality	- spelling, grammar, section coherence, proof read.	20 points

### Paper Two

Identify		10
Motivate		10
Plan		40
Act		25
Writing Quality		15

## Identify

### 1. Community

Describe the local community that your organization serves.

- a. Demographics: Consider specifically socio-economic status, race, family composition, education level, work and school trends, etc.
- b. Interests: Also consider the interests of this community. What sports, music, cars, building projects, cooking, or other interests are distinct.
- c. Values: What do the members of this community value? i.e. Family time, freedom, hard work, success, entertainment time, flexibility, etc. Try to describe three or four core values of this community. Does your organization recognize and reflect these community values in its goals and activities?

### 2. Organization

- a. Structure: Describe the organization and its structure. What is it? What does it provide? Who creates the outputs? Who reports to whom? What does your organization value?
- b. Mission: What is the mission statement of the organization? What are the theological or other values of your group? How does the mission statement reflect the values of the organization? Consider the community values above. How does the mission statement of your group relate to the values of the community it serves?
- c. Goals: What are the short term, medium term and long term goals that are used to evaluate whether or not the mission is achieved? Are these impact, output, or activity goals? Are they sequential?

- d. Measurement: Are the goals measurable? How are they measured? Do they provide accurate input concerning whether or not the mission is being met?

### 3. Leaders

- a. What subgroup of the organization are you involved with? Please list the activities your group does. Who supervises you? Who are your co-workers? Who do you supervise?
- b. What are the interests of your supervisors? For example, furthering their education, playing sports, doing music etc. What are the interests of your co-workers? What are the interests of the people you supervise? How do the interests of your supervisors, co-workers and supervisees relate to the interests of the community? How do they relate to the activities that you are doing?

### 4. Activity

Select a specific activity that you are involved with.  
Please answer the following questions:

- a. Describe the activity from start to finish. This includes planning time, any resource gathering, set-up, actual activity and clean-up time.
- b. Identify how long each component of the activity takes.
- c. Identify how many people are involved in each component.
- d. Consider each component of the activity using the following categories. Is it essential? Is it an add-on. Why has it been added? Is it okay, a differentiator or an exciter? Is it a dissatisfier or enraging? Answer these questions for both volunteers and clients you serve.
- e. How does this activity relate to your groups mission statement? What goals is it achieving? How?

## 5. Volunteers

- a. How many volunteers are involved in each component of the activity. If you are a volunteer and your supervisor is also, include yourselves.
- b. What are the main tasks that volunteers do? For example, music, food, mentoring, teaching, clean-up, hospitality, etc. Make some categories that are descriptive enough to show what they do, but general enough that volunteers can be grouped into them.
- c. Please add up volunteers by component to determine the total number of volunteer hours for this activity.
- d. What volunteer skills are necessary for their roles? What training do volunteers receive for their roles? When?
- e. How are volunteer's appreciated? When?
- f. How are the efforts of volunteers evaluated?

## 6. Clients

- a. Who are the people you serve in this activity?
- b. What are the primary activities that they do?
- c. How skilled are your clients in performing their roles?
- d. Which of their interests and values do you engage?
- e. Which of their interests and values do you ignore or try to change?

## Motivate

### 1. Organization

- a. Create one or two clear impact goals for your activity. It must be based on your organization's mission statement.

Focus on your desired impact in the lives of your clients and/or volunteers.

## 2. Activity

- a. Consider your evaluation of the activity in light of your impact goals.
- b. Are there elements that can be dropped?
- c. What components of your activity might need to be changed first? Do a strategic evaluation.

## 3. Clients

- a. How could the components needing change better reflect the values and interests of those you serve?
- b. Ask clients for suggestions for changing these components.
- c. How do these suggestions compare with the desired impact?

## 4. Volunteers

- a. Consider volunteer skills. How could you better equip volunteers to perform their duties in the activity? What are your training and/or recruiting priorities? How do they relate to activity change priorities?
- b. How do you currently show appreciation to volunteers for this activity? Consider how this relates to their values and interests.
- c. How well is the desired impact of the activity communicated to the volunteers? How involved are they in developing impact.

## 5. Leaders

- a. How well organized is the activity? How can you help leaders to be more organized?

- b. How well do the leaders coach volunteers after the activity? Is there a need to train for coaching?
- c. How closely do the leader's responsibilities coincide with their skills, interests, and time available? Can they be better matched?
- d. Are the leaders focusing their organizing and coaching based on impact targets?