



GLSEN CHAPTER SELF-ASSESSMENT WORKSHEET

Chapter Name:

Instructions: Complete this assessment as a full board. Indicate with a check mark whether each item is least descriptive to most descriptive of your Chapter. Please check a box for each item; do not check between boxes. Use the comments section if you wish to explain your answer. Calculate the average score for each section and tabulate your scores at the end of the assessment. Your responses will not be held against you, so please be honest when you reply. Please include all seven (7) pages of the GLSEN Chapter Self-Assessment in your Chapter’s annual accreditation application.

Introduction: The GLSEN Chapter Self-Assessment is a tool to assist local GLSEN chapters evaluate organizational capacity. The results of the assessment will help your chapter identify its strengths and weaknesses, and provide your regional organizer with valuable information he or she can use to provide technical assistance to your chapter.

The Chapter Self-Assessment has six sections:

1. Board Governance and Planning
2. Mission and Programs
3. Public Information
4. Fundraising
5. Financial Management
6. Personnel Management

The National Charities Information Bureau (<http://www.ncib.org>) created *Standards In Philanthropy* in the late 1980's, and they serve as a guide for donors and nonprofit leaders as they assess nonprofit organizations’ management. These standards, in addition to GLSEN’s National By-Laws and Chapter Manual, are the basis for this Chapter Assessment. If you want more information about the Standards In Philanthropy, visit the National Charities Information Bureau’s web site. Chapters that want a more comprehensive tool for measuring organizational capacity may try *Effective Capacity Building in Nonprofit Organizations* from Venture Philanthropy Partners (<http://www.venturephilanthropypartners.org>).

I. Board Governance and Planning

The Chapter has a board of directors. <i>Comments:</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Least</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Most</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	Least					Most	1	2	3	4	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Least					Most														
1	2	3	4	5															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
Board members serve the organization without payment for their time. <i>Comments:</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Least</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">Most</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>	Least					Most	1	2	3	4	5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Least					Most														
1	2	3	4	5															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															

<p>The board completes the annual Chapter accreditation as a group (everyone plays a role and has a copy of the final outcome). <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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Board Governance and Planning Average:

Least
1 2 3 4 Most
5

II. Mission and Programs

<p>The Chapter's mission statement is exactly the same as the national organization's. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The programs of the Chapter are consistent with GLSEN's national mission and strategic imperatives. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The Chapter evaluates the programs at least annually. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The Chapter evaluations not only the outcomes of its work, but also the effectiveness of how the work was conducted. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Supporters of the organization can describe the impact of programs and services on the community. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>All of the Chapter's programming is designed to win a concrete change/improvement in schools, or move the Chapter a step closer toward that end. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The Chapter involves many people in its work so as to empower them and keep them committed to the Chapter's work. <i>Comments:</i></p>	<p>Least 1 2 3 4 Most 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>The Chapter's programs builds the strength and power of the Chapter (e.g., the Chapter has more – and more dedicated - volunteers as a result of the Chapter's work, etc.) rather than drain resources and lead to burnout. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter conducts an annual needs assessment and bases its programming on the needs identified in that assessment. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>

Mission and Programs Average:

Least
1 2 3 4 5
□ □ □ □ □

III. Public Information

<p>The Chapter has a plan for how to communicate with constituencies and raise money. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter has a periodic newsletter that describes its current activities to constituents. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter has a web page. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter receives positive media coverage in the local media twice a year or more and its messages are consistent with GLSEN's national Public Policy Platform and strategic imperatives. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter has cultivated relationships with reporters from local media outlets, and those reporters now call the Chapter for comments on stories about LGBT issues in schools. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>

Public Information Average:

Least
1 2 3 4 5
□ □ □ □ □

IV. Fundraising

<p>All of the Chapter board members make a cash contribution to the organization. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter has a wide range of economic levels in which donors can contribute. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>Your Chapter provides financial information to prospective donors upon request. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter spends at least 60% of annual expenses for program activities (as opposed to administration and/or fundraising). <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>Fundraising expenses are less than 25% of the annual budget. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter is free from deficits. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>

Fundraising Average: Least 1 2 3 4 5 Most
□ □ □ □ □

V. Financial Management

<p>Chapter financial statements are prepared in conformity with guidelines provided by GLSEN. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The board of directors reviews the financial statements at each board meeting. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>
<p>The Chapter has a detailed annual budget. <i>Comments:</i></p>	<p>Least 1 2 3 4 5 □ □ □ □ □</p>

The board of directors approves the annual budget. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Budget items conform to major classifications in the financial statements. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Financial Management Average:

Least
1 2 3 4 5

VI. Personnel Management

If your Chapter/organization does not have staff, please skip this section.

Each person employed by the Chapter has an up-to-date job description. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
There is an annual review for each employee who has been with the organization for more than a year. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Chapter has written personnel policies. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Chapter has a non-discrimination statement that includes sexual orientation and gender identity. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The Chapter's staff diversity reflects your community. <i>Comments:</i>	Least 1 2 3 4 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Personnel Management Average:

Least
1 2 3 4 5

**TABULATION SHEET:
GLSEN CHAPTER SELF-ASSESSMENT**

Chapter Name: _____

I. Board Governance and Planning	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
II. Mission and Programs	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
III. Public Information	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
IV. Fundraising	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
V. Financial Management	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
VI. Personnel Management	Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>
	Overall Average:	Least 1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	Most 5 <input type="checkbox"/>

To the best of my knowledge, the information provided in this Chapter Self-Assessment is complete, true and accurate. The undersigned is an officer of the Chapter Board of Directors.

Signature _____

Name & Title _____

Chapter _____

Address _____

City, State, Zip _____

Date _____