

Quarterly Evaluation Tools

“What gets measured, gets managed.” —PETER DRUCKER

The following tools can be used for ongoing reflection, assessment and evaluation of your Building Intentional Communities efforts. You can use the tools as they are, or modify them to better suit your needs. There are five tools in this toolkit:

A STAFF SURVEY

Distribute this survey to all staff in your organization. An intentional community is one where the voice and opinions of every member is taken into account. Don't forget your administrative and operations personnel.

BUILDING INTENTIONAL COMMUNITIES ASSESSMENT TOOL

This matrix can be used to assess the application and integration of four commonly chosen values in your youth programs.

DIY BUILDING INTENTIONAL COMMUNITIES ASSESSMENT TOOL

Use this blank matrix to tailor your assessment tool to the specific values you have chosen for your community. Creating indicators across the four levels will help your implementation team distinguish between levels of practice.

PROCESS & OUTCOME EVALUATION

This reflection tool can be distributed to selected staff to get feedback. You can distribute this as an anonymous survey, or hold a focus group for collective feedback.

DIY PROCESS & OUTCOME EVALUATION

Use this blank tool to align your process and outcome questions to the steps your implementation team chose.

Staff Survey

We value your experience and input in our Building Intentional Communities process this year. Please answer the following questions as honestly and thoughtfully as possible. Your responses will help us assess what has worked, what we should do more of, and where we should focus more attention. Thank you!

WHAT AGE GROUPS DO YOU WORK WITH?

WHAT IS YOUR ROLE OR POSITION (FRONT DESK, CASE MANAGER, YOUTH COORDINATOR, ETC.)?

HOW OFTEN DO YOU USE CURRICULUM THAT INTRODUCES OR REINFORCES THE VALUES AND AGREEMENTS OF YOUR COMMUNITY?

- Once per day
- Once per week
- Once per month
- Less than once a per month

DO YOU BELIEVE THAT THE BUILDING INTENTIONAL COMMUNITIES MODEL HAS IMPROVED YOUR PROGRAM ENVIRONMENT?

- Yes, youth attitudes and behavior have improved dramatically.
- Yes, students' attitudes and behavior have improved slightly.
- No, students are mostly cynical and resent the community values/agreements.
- There have been no noticeable changes.

DO YOU BELIEVE THE COMMUNITY VALUES/AGREEMENTS ARE HAVING AN IMPACT ON STAFF? IF NOT, WHY NOT?

HAVE THE COMMUNITY VALUES/AGREEMENTS HAD AN IMPACT ON YOU PERSONALLY? IF SO, HOW? IF NOT, WHY NOT?

Building Intentional Communities Assessment Tool

This assessment tool is one approach to assessing the effectiveness of a variety of strategies you can use to instill values into your program. For each value scan the three options and decide where your program falls. Then discuss your assessment with other members of your staff.

	WADING POOL	LOW RIVER	RAGING RIVER
RESPECT Community agreements exist and are followed	Program rules are posted. Adults enforce the rules.	Adults facilitate group agreements as a shared process and enforce them.	Youth facilitate the creation of group agreements and process agreements for how to handle issues of conflict. Youth partner with adults to hold each other accountable to group agreements. The agreements are modified regularly.
NON-VIOLENCE Conflicts, bullying, and hate speech are not accepted	A major fight or incident of hate language occurs one to two times per week. Adults quickly resolve the issue.	A major fight or incident of hate language occurs one to two times per month. Adults quickly resolve the issue. Youth often intervene in conflicts to support resolution.	Fights break out less than five times per year, and hate language is rarely used. A process exists for youth who violate a group agreement to check in with the group about their actions and how they impact the group through their choices.
INCLUSION A sense of community exists amongst youth and adults	Youth know the names of two to four adults in the program. Adults know the names of all youth and have a special relationship with five to ten of them.	All program youth know each others' names and the names of three to five program staff. Youth openly share personal information about themselves.	All program youth know each others' names, as well as the names of all staff members. Staff know the names of all youth by sight. Staff have special case management meeting times to exchange information and identify strategies to better support struggling youth. Each staff member is assigned ten to fifteen youths to check in with on a regular basis.
CIVIC ENGAGEMENT Youth are engaged in the community in meaningful ways	Adults plan and coordinate a service project. Youth participate by donating items, or taking part in simple activities (i.e. slicing fruit for a soup kitchen)	Youth plan a community service project based on a needs assessment of the community. Youth work together to plan and coordinate the project. Youth do an assessment of the project afterwards and make suggestions for how they would improve the project in the future.	Youth are actively engaged in the community on an on-going basis. Youth select an area of need in the community and work together with community members to make change. Youth serve as organizers, policy-makers, and activists.

Building Intentional Communities Assessment Tool

Build your own assessment tool based on the values and strategies you chose to instill in your programs. Articulating what each strategy looks like across three levels will allow your staff to rate themselves and define concrete action items to strengthen their techniques.

	WADING POOL	LOW RIVER	RAGING RIVER

Evaluate the Process

Read through the following questions with your implementation team. Select the ones that are most relevant to the strategies you instituted in the Building Intentional Communities model. Discuss each question, then write down any specific observations or reflections from the team.

PROCESS QUESTIONS	OBSERVATIONS & REFLECTIONS	DID THIS MEET YOUR EXPECTATIONS?	ADDITIONAL STRATEGIES
In what ways do you notice staff learning and engaging in discussion about the vision?			
How are the organizational values reinforced in lesson plans and activities?			
What strategies do you notice staff using to incorporate values into the behavior guidance policies?			
What other school-wide initiatives are taking place that add to or distract from this process?			
What indicators let you know that staff and youth are practicing the organizational values?			
In what ways have your programs engaged in projects to promote civic responsibility and community awareness for youth?			

Evaluate the Outcomes

Read through the following outcome questions with your implementation team. Select the ones that are most relevant to the strategies you instituted in the Building Intentional Communities model. Discuss each question, then write down any specific observations or reflections from the team.

OUTCOME QUESTIONS	OBSERVATIONS & REFLECTIONS	DID THIS MEET YOUR EXPECTATIONS?	ADDITIONAL STRATEGIES
Is the organization and program space cleaner? Is there any evidence that youth and staff are taking ownership and responsibility for maintaining the program space?			
Have the number of conflicts (use of hate speech, bullying, physical fights) been impacted over the course of the year?			
Are youth attending programs more consistently? What trends in attendance do you notice?			
How are staff and youth reminding each other of community agreements and values in an authentic way?			
Are staff and youth held to the same standards in terms of practicing the values together?			
What indicators suggest that elements of the vision statement are manifesting?			

Use this template to write your own evaluation questions based on the vision you created with your implementation team.

EVALUATION QUESTIONS	OBSERVATIONS & REFLECTIONS	DID THIS MEET YOUR EXPECTATIONS?	ADDITIONAL STRATEGIES