Host Site Scorecard Rubric Sierra
Nevada AmeriCorps Partnership

The Sierra Nevada AmeriCorps Partnership (SNAP) will be using the following rubric to score and rank SNAP Host Site Applicants. <u>Renewing</u> applicants will receive a scorecard completed by SNAP staff reflecting 2021-22 and previous years' performances as a Host Site. For <u>new</u> applicants, the SNAP Host Site Selection Committee will be reviewing submitted applications and scoring the application based on the rubric below.

Score is out of 100
Category One: Needs and Capacity

Total Score for Needs and Capacity Category: 30

1.   Organization/program size: 3 Points
Criteria:
3 pts: 1-4 staff at organization
2-2.5 pts: 5-10 staff at organization or branch of larger organization
1-1.5 pts: 11-20 staff at organization
0.5 pts: more than 20 staff at organization

2.   Organization/program need for Members: 2 Points
Criteria:
2pts: High need: Members will serve lead roles in projects or develop new projects.
1pts: Moderate need: Members will serve an important role in completing projects at site.
0 pts: Low need: Organization would be able to compensate without Member.

3.   Community need for Members: 2 Points
Criteria:
2 pts: Member provides for many community needs that are not supported by other resources.
1-1.5 pts: Member provides for some community needs that are not supported by other resources.
0.5 pts: Member provides minimal support for community needs that aren't supported by other resources.

4.   Financial capacity & match reporting: 3 Points
Criteria for each section: (Points given for each criterion met)
1 pt: Site has strong financial match systems and/or track record.

2 pts: Site provides a high level of resources (funding, office, equipment, training, etc.) to achieve Member projects.

5.   Paperwork administration: 4 Points
Criteria:
4 pts: Site has strong track record and/or systems for turning in required paperwork and reporting on time and correctly each month.
3 pts: Site is generally good about submitting reporting on time and correctly.
2 pts: Site must be reminded to submit reporting but generally reporting is accurate and complete.
1 pt: Site is often late submitting reporting and reporting is not complete or not correct.

6.   Status as a Sierra Nevada Alliance Member Group: 4 points
Criteria:
4 pts: Organizations that are current dues paying Member Groups of the Sierra Nevada Alliance.

7.   Compliance with federal and state rules and regulations: 2 Points
Criteria:
2 pts: Site has strong track record and/or systems for complying with federal and state rules and regulations. For new applicants, we are looking for a track record or in place systems with complicated federal or state grants, rules, regulations.

8.   Ability to supervise Members: 5 Points
Criteria for each section: (Points given for each criterion met)
2 pts: Clearly designed supervision structure.
1 pt: Track record for supervising Members, young staff, or volunteers.
1 pt: Staff is responsive to addressing supervision issues.
1 pt: Organization possesses appropriate supervision skills.

9.   Communication with Members: 5 Points
Criteria for each section: (Points given for each criterion met)
2 pts: Site ensures regular supervisory meetings for Members.
1 pt: Site has an open-door communication policy.
1 pt: Supervisors ensure Members feel comfortable bringing issues to the site supervisor/staff's attention.
1 pt: Supervisors provide positive and constructive dialogue/feedback.

Total Score for Member(s) Service Projects: 45

10.   Watershed Restoration and Assessment service hours: 5 Points
Criteria:
5 pts: >75% of Member service time spent on watershed restoration/assessment
4 pts: 60-75% of Member service time spent on watershed restoration/assessment
3 pts: 40-59% of Member service time spent on watershed restoration/assessment
2 pts: 25-39% of Member service time spent on watershed restoration/assessment
1 pt: 11-24% of Member service time spent on watershed restoration/assessment
0 pts: <11% of Member service time spent on watershed restoration/assessment

11.   Watershed Restoration impact based on acreage restored by Member & volunteers: 5 Points
Criteria:
5 pts: > 20 acres restored
4 pts: 15-19 acres restored
3 pts: 10-14 acres restored
2 pts: 5-9 acres restored
1 pts: 2-4 acres restored
0 pts: <2 acres restored

12.   Importance of watershed restoration sites: 3 Points
Criteria:
3 pts: Member restoration projects address sites with endangered species, dangerous invasive species, is a critical watershed or is a critically disturbed watershed, etc. Also, Sites clearly communicate the importance of the specific watershed acres members will restore.
0 pts: If no restoration/assessment activities are planned in the Member's service.

13.   Watershed Education Service Hours: 4 Points
Criteria:
4 pts: > 30% of Member service time is spent on Watershed Education
3 pts: 20-29% of Member service time is spent on Watershed Education
2 pts: 11-19% of Member service time is spent on Watershed Education
1 pt: 5-10% of Member service time is spent on Watershed Education
0 pts: <5% of Member service time is spent on Watershed Education

14.   Watershed Education impact based on number of individuals educated through presentations (educational offerings over 30 minutes in which members can do a pre and post assessment of participants' knowledge. <u>NOT</u> Outreach): 3 Points
Criteria:
3 pts: > 500 individuals educated through presentation or service learning projects.
2 pts: 250-499 individuals educated through presentation or service learning projects.
1 pt: 50-250 individuals educated through presentation or service learning projects.
0 pts:<50 individuals educated through presentation or service learning projects.

15.   Importance of environmental education recipients: 1 Point
Criteria:
1 pt: Member's educational efforts target population with significant need for watershed presentations such as underserved/disadvantaged communities. Also, Sites clearly communicate the importance of the target populations through service plan/application materials.
0 pts: If no environmental education activities are planned.

16.   Volunteer Recruitment and Support Service Hours: 4 Points
Criteria:
4 pts: > 30% of Member service time on volunteer recruitment and support
3 pts: 20-29% of Member service time on volunteer recruitment and support
2 pts: 11-19% of Member service time on volunteer recruitment and support
1 pt: 5-10% of Member service time on volunteer recruitment and support
0 pts: <5% of Member service time on volunteer recruitment and support

17.   Volunteer Recruitment and Support impact based on number of volunteers recruited: 4 Points
Criteria:
4 pts: > 500 volunteers recruited
3 pts: 300-499 volunteers recruited
2 pts: 160-299 volunteers recruited
1 pt: 50-149 volunteers recruited
0 pts: <50 volunteers recruited

18.   Resource attainment impact based on number of donations received: 2 Points
Criteria:
2 pts: >8 donations
1 pt: 1-8 donations
0 pts: No resource attainment activities planned in Member service.

19.   Quality service projects: 5 points (Points given for each criterion met).
Criteria:
2 pts: Site provides members with projects that the member is independently responsible for. Member has ownership over specific projects rather than being given tasks from a Supervisor on a daily/weekly basis.
3 pts: Service projects offer a variety of tasks, are innovative, allow opportunity for professional development, and are stimulating for members.

20.   Existing staff expertise: 5 Points
Criteria:
5 pts: Staff on site has the expertise necessary to help guide members to complete service projects.

3 – 4 pts: Site has arranged for Board Member(s) or close ally to provide guidance on member service projects if staff on site does not have expertise.
1 - 2 pts: Expertise on Member service projects is not always readily available.
0 pts: Site does not have ability to provide staff expertise to Member projects and is relying on the incoming Member to provide specific expertise that the organization does not have.

21.   Clear objectives and goals: 4 Points
Criteria:
4 pts: Service plan is reflective of what member(s) will be doing during their service year. The Service Plan lays out clear projects, objectives, and goals. There is flexibility in the service plan for member-driven projects based on interests and skills.
3 pts: Service plan is reflective of what member(s) will be doing during their service year. The Service Plan lays out clear projects, objectives, and goals.
2 pts: Service plan has clear objectives and goals.
1 pt: the service plan and projects have moderately clear objectives and goals.
0 pts: Service plan and projects do not have clear objectives and goals.

Category Three: Member Satisfaction, Development, & Recruitment
Total Score for Member Satisfaction, Development, & Recruitment: 25

22.   Member/volunteer satisfaction: 5 Points
Criteria:
5pts: Review will be based on past Site evaluations by Members or for new sites information provided in application with regards to the organizations experience supervising volunteers/interns. In the past 12 years, SNAP has generally found that successful sites have recognized Member accomplishments, had good communication structure to check in on Member satisfaction, have helped the Member feel part of their local community and organization, and fostered a healthy working relationship between the Member and the Supervisor and other staff.

23.   Orientation/integration of Member into organization: 3 Points (Points given for each criterion met).
Criteria:
2 pts: solid plan/track record for orientation
1 pt: staff understanding and treating Member as full staff Member.

24.   Skills training for position: 4 Points
Criteria:
4 pts: Site has strong plan or track record for developing Member skills to complete service projects through in-house training or other workshops, conferences, and classes.
1-3 pts: Site has some good aspects for Member skills training.
0 pts: Site has poor plan or track record for Member training.

25.   Mentorship and career development: 4 Points
Criteria:

4 pts: Site has strong plan or track record for providing mentorship for their Member(s). Supervisors discuss career steps, environmental careers opportunities, etc with Member(s).
1-3 pts: Site has some good aspects for Mentorship and Member career development.
0 pts: Site has poor plan or track record.

26. Host site plans to assist with recruitment: 2 Points
Criteria:
2 pts: Site has strong plan/track record for local recruitment
1 pt: Site has average plan/track record for local recruitment
0 pts: Site has poor plan/track record for local recruitment

27. Appeal of location Member recruitment: 2 Points
Criteria:
2 pts: the location is very attractive for applicants
1 pt: the location provides average recruitment appeal
0 pts: the location provides a challenge for recruitment

28. Service position appeal for recruitment: 4 Points
Criteria:
4 pts: Service position(s) has a strong appeal for applicants in the recruitment process. Position incorporates valuable career development, regular field or non-office service activities, provides good training opportunities, is challenging and innovative, fun, etc.
2-3 pts: Service positions include some of the above.
1 pts: service position has an average appeal in recruitment.
0 pts: service position is not as appealing as other positions and may create a challenge in recruitment.

29. Member perks: 1 Point
Criteria:
1 pt: the position offers additional perks, such as free or reduced-price housing, unique training opportunities, etc.