

Healthy Nonprofits -- Check Up

This toolkit can be used:

1. To solicit feedback from our Board, membership, donors, staff, and the community.
2. To enable our board, staff, and/or volunteers to assess strengths and areas needing improvement, to help us focus actions, and to address areas of concern.
3. To heighten our awareness of some key items that warrant attention.

Healthy Habits Checklist	Strong	Improving	Needs Attention	Call 911
<i>Mission/Goals</i>				
1. Our nonprofit has a clear mission. It's purpose-driven.				
2. Our nonprofit has a name that reflects its mission.				
<i>Planning</i>				
3. Our nonprofit engages in strategic planning to set the path to its goal.				
4. Our programs and projects are developed to reflect the strategic plan.				
5. Our budget clearly reflects the strategic plan.				
6. Our nonprofit maintains integrity through specific, responsible financial practices and procedures.				
7. Our nonprofit uses multiple strategies to increase outreach and engagement.				
8. Our nonprofit is responsive to and supported by the community.				
9. Our nonprofit is networked with other organizations.				
<i>Values/Culture</i>				
10. Our staff, board, funders, and volunteers are committed stakeholders.				
11. Respect, inclusion, acceptance, and open communication are practiced in our nonprofit.				
12. Conflict leads to problem solving through open communication and healthy dialogue.				
13. There is sincere and frequent expression of recognition and gratitude toward our volunteers, staff, and supporters.				
14. Employees, interns, and volunteers have access to support and professional development.				
15. Our organization has mechanisms in place for giving and receiving constructive feedback.				

(Continued)

Healthy Habits Checklist

	Strong	Improving	Needs Attention	Call 911
Structure				
16. Our nonprofit has an effective governance infrastructure.				
17. Our nonprofit effectively utilizes the expertise of our board, our volunteers, and our staff as well as resources within the community.				
Processes				
18. Our nonprofit maintains a positive forward-leaning approach.				
19. Our board, staff and volunteers work together toward common goals.				
20. Our nonprofit is action oriented. We get things done!				
21. Our nonprofit has systems in place to track if we are on course to meet our common goals.				

Processing Questions

1. What do the results of the "Check Up" tell us about the current state of our organization?
2. How do the results compare with what we desire?
3. For areas needing attention, which are the most urgent to address? In what order?
4. What is our plan of action for addressing these?
5. What are the "next steps" we need to take to strengthen the organization?

I am *[please select all that apply]*:

- A board member
- A staff member
- A volunteer
- A donor
- Another stakeholder

Listen to your heart, Play a part

**COMMUNITY
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www.PrincetonCommunityWorks.org

To download a copy of the "Healthy Nonprofits – Check Up" go to www.PrincetonCommunityWorks.org