Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Guiding questions:**

* Does my document have each key element?
* Why is each key element important?

Place a Star (\*) by each element that is present in your documents

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member Service Agreement** | CV Fundraising Clause | Living Allowance stated as biweekly/monthly amount | CPC Policy that includes what does \*not\* constitute CPC | A Drug-Free Workplace Policy that is unique to your organization (not a copy-paste!) | Program Standards of Conduct, and reference to violation of standards in Exit for Cause |
| **Data Collection Plan** | Plan includes all outputs and outcomes from the PMWs | Plan lists the detailed schedule for collecting data | Plan includes training for both members AND Site Supervisors | Plan includes process for determining validity (finding errors, ensuring no double-counting, etc.) | There is a plan to share data with relevant stakeholders as well as examine regularly for program improvement |
| **Training Plan** | Separate plans for Pre-Service and for Ongoing Training | Separate training plan for members at their assigned sites | Plan includes: Prohibited Activities, Timekeeping, Discipline, Branding | Plan includes in-depth training for members to understand their communities of service, and specific tasks | A plan is included for the entire service year |
| **Position Description** | No mention of “Other Duties as Assigned” or similar phrase! | No mention of Administrative Tasks/Duties! | Living Allowance stated as weekly/biweekly amount (not just annual amount) | Approximate service schedule (hours per day, per week, per year, nights, weekends, etc.) | Reference to Training Opportunities and Requirements |