

## Sustainability CheckList



Organization Name \_\_\_\_\_

Sustainability Element	Plan in Place	Working on a Plan	No Plan	Degree of Urgency (1 = within next 30 days/ 2 = next three to six months/ 3 = within the year)	Why?
<b>Strategic Plan Up to Date</b>					
Vision / Mission / Values					
Clear Outcomes					
Strategies tied to Outcomes					
Metrics for Success being Measured					
Understand Financial Model to support above					
Understand Fundraising Needs					
Have the right level of financing in place					
<b>Brand Reputation/Relevancy</b>					
Community understands Mission					
Well-known in Community					
Consistent Donor Contributions					
Consistent Volunteer Support					
Known by Elected/Government					
Engaged to inform policy					
Website current and promotes impact					
Branding materials up to date					
Community engagement via social media active					
<b>Leadership/Board/Staff Transition</b>					
Plan in place for planned Exec transitions					
Plan in place for unplanned Exec transition					
Plan in place for board leader transition					
Job descriptions (or roles) documented					
Staff development for promotion in place					
<b>Implementation Capacity &amp; Integrity</b>					
Policies and Procedures well documented					
New Persons receive training					
Protocols for monitoring adherence to policy					
Document Retention Policy in Place					
Historical trends & quality documented					
Location of Passwords, key records are known					