

Use this worksheet to develop goals your organization can implement to meet objectives in each focus area. Use the acronym SMARTIE to help guide writing goals - **Specific, Measurable, Attainable, Relevant, Time-Bound, Inclusive, and Equitable**. For guidance on creating goals, advising is available from [The Edward Ginsberg Center](#) or [Center for Community Outreach](#).

Area of focus	Objectives	Goals	Action steps	Who will do it	Deadlines
Program Design	Create a sustainable transition plan which includes members, advisors, and your community partner				
	Identify what makes your program unique				
	Consider what your program will look like when it reaches its full potential.				
Program Implementation	Understand existing community-based efforts and their impact				
	Commit to the requirements and expectations of your volunteer job description				

	Identify a consistent point of contact within your organization for your community partner				
Role Development	Consult with community partner				
	Create clear and intentional job description(s)				
Recruitment	Identify a target audience				
	Distribute a recruitment message				
	Recruit members who relate to the mission of the organization				
Retention	Project pride in the organization				
	Adopt volunteer job descriptions				

Orientation	Members understand the mission and logistics of the organization and the host site				
	Volunteers have a deep understanding of the principles of community engagement				
	Members are able to identify the strengths they bring to the program				
	Members have completed required orientation from your host site				
Training	Members have completed the U-M Children on Campus required training				
	All members enter into the K-12 community with a similar baseline				

	of knowledge				
	Select and schedule monthly training sessions for learning opportunities which will build on the knowledge and experience of members				
	All trainings include opportunities for reflection and discussion				
Screening	All members can relate to the mission of the organization.				
	Adopt equitable screening procedures				
Placing	Match member skills to the needs of K-12 students as much as possible.				
	Place members or your program with schools or organizations which have lower capacity.				

	Each member connects with the teacher or staff member they will be working with prior to the first day				
Supervision	Provide continuous communication between leadership and members				
	Establish a system for continuous communication between leadership and the community partner				
Assessment	Implement annual program assessments				
	Collect and analyze data				

From [The Edward Ginsberg Center](#) and [Southern Peoples Movement Assembly](#)