

# Coalition Sustainability Checklist

Criteria	Yes!	Sort of	No!	????
<p><b>Element 1:</b> Leaders take responsibility for their coalition's success</p> <p>Coalition leaders have been identified</p> <p>Coalition leaders are clear about their roles and responsibilities</p> <p>Coalition leaders actively fill their roles and responsibilities</p> <p>Training and recognition are provided to coalition leaders (and others)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Element 2:</b> Involve community leaders, partner organizations, and a variety of community members</p> <p>New members are actively recruited</p> <p>The coalition reaches out to community organizations on a regular basis</p> <p>New members are oriented and trained</p> <p>Champions have been identified and trained</p> <p>Champions are used effectively</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Element 3:</b> Diversified funding from the start</p> <p>A long-term budget has been developed</p> <p>A long-term funding plan has been developed</p> <p>The funding plan includes:</p> <ul style="list-style-type: none"> <li>• Local fund raising</li> <li>• Grant writing</li> <li>• Professional fund development activities</li> <li>• Inclusion in organizational budgets</li> <li>• Fees for Services</li> <li>• Other</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Coalition Sustainability Checklist – page 2

Criteria	Yes!	Sort of	No!	????
<b>Element 4: Solid infrastructure</b>				
Job descriptions for all roles created by the coalition are written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Members agree on the expectations for active membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Objectives and authority of each committee/workgroup are established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meetings held regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agenda is used – distributed before the meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting kept on track/minutes recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail lists, on-line groups, blogs, etc. keep information flowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact made with reporter/editor at your local papers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meeting minutes, agendas and other information available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility for fiscal accounting, 501(c)(3) status, insurance etc. is clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Element 5: A clear focus on the coalition's goals</b>				
Coalition has clear statements of:				
• Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Specific goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision, Mission, goals and objectives are clearly communicated to:				
• All coalition members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Community leaders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Partner organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## Coalition Sustainability Checklist – page 3

Criteria	Yes!	Sort of	No!	????
<p><b>Element 6:</b> Address problems the community cares about and demonstrate results</p> <p>Community is informed about substance abuse problems and issues</p> <p>Coalition has a process in place to monitor community priorities</p> <p>Community is aware of what the coalition and its partners are doing</p> <p>Coalition shares result/outcomes from the coalition and partners</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<p><b>Element 7:</b> Comprehensive coalition planning</p> <p>Specific action plan developed for:</p> <ul style="list-style-type: none"> <li>• Availability of short-term funding and resources</li> <li>• Communications/marketing</li> <li>• Evaluation and data collection</li> <li>• Training and technical assistance</li> <li>• Fund raising</li> <li>• Administration and Operations</li> <li>• Program/strategy implementation</li> <li>• Strategic planning process</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
<p><b>Element 8:</b> Ability to adapt to changing community needs</p> <p>Coalition collects information to identify changes in the community</p> <p>Coalition modifies strategies and procedures as needed</p> <p>Coalition actively seeks new partnerships</p> <p>Training/coaching is provided to coalition members</p> <p>Coalition seeks and receives technical assistance as needed</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

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## **Coalition Sustainability Checklist** – *page 4*

**What three items need to be addressed first?**

**1.**

**2.**

**3.**

**What additional information is needed?**

**Comments:**