

Partners Worldwide Affiliate Health Check

Using the Affiliate Evaluation

All partnerships need to be regularly evaluated to see what areas are thriving, what areas need improvement, and what areas are struggling. Partners Worldwide has created this tool to help you check the health of your affiliate. This evaluation tool should be used at every field visit or annual audit.

The Health Check is a series of 27 simple statements. Just discuss the statements with the relevant members of your affiliate and record whether each one is “strong”, “average”, “weak”, or “not yet present” in your organization.

The responses are explained and given a score as follows:

Explanation	Score
Activity is ongoing and healthy	3
Activity is occurring, but could be improved	2
Activity is in early stages, struggling	1
Activity is not yet present in the Affiliate	0

Circle your score for each statement on the Health Check. Then add up your scores for each section. That’s it! Then by comparing your scores to the table on the ‘interpreting your score’ page you will be able to tell how healthy your affiliate is.

You may want to involve other members of your affiliate in the process of completing the Health Check.

Please fill out the information below for your affiliate:

Country	
Affiliate Name	
Affiliate Leader	
North American Team Leader	

Section 1: Affiliate Leadership

		<i>Strong</i>	<i>Average</i>	<i>Weak</i>	<i>Not Present</i>
1.1	International affiliate leader	3	2	1	0
1.2	North American team leader	3	2	1	0
1.3	NGO staff person (example: CRWRC staff)	3	2	1	0
1.4	If applicable, affiliate staff person	3	2	1	0
1.5	Transition, if leadership has changed	3	2	1	0
1.6	Collaborative efforts of all involved	3	2	1	0

Comments:

Total score for Affiliate Leadership	
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Section 2: Affiliate Membership

Every affiliate should have committed Christian business people on both sides of the relationship – in-country and in North America.

		<i>Strong</i>	<i>Average</i>	<i>Weak</i>	<i>Not Present</i>
2.1	Committed Christian business people are meeting regularly in-country	3	2	1	0
2.2	Committed Christian business people are meeting regularly in N.A. in support of the international affiliate	3	2	1	0
2.3	Spiritual component of affiliate	3	2	1	0
2.4	International affiliate is growing	3	2	1	0
2.5	N. A. affiliate is growing	3	2	1	0

Comments:

Total score for Affiliate Membership	
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Section 3: Affiliate Communications

Regular communication is essential for a healthy partnership. We encourage commitment on both sides of the relationship to clear and constant communication.

		<i>Strong</i>	<i>Average</i>	<i>Weak</i>	<i>Not Present</i>
3.1	Frequency of communication within international affiliate	3	2	1	0
3.2	Quality of communications within international affiliate	3	2	1	0
3.3	Frequency of communication within N. A. affiliate	3	2	1	0
3.4	Quality of communication within N. A. affiliate	3	2	1	0
3.5	Frequency of communication between affiliates	3	2	1	0
3.6	Quality of communications between affiliates	3	2	1	0

Comments:

Total score for Affiliate Communications	
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Section 4: Affiliate Operations

Following is a list of several activities that ensure the healthy operation of your affiliate. Feel free to list other activities your affiliate is doing in the “comments” section below.

		<i>Strong</i>	<i>Average</i>	<i>Weak</i>	<i>Not Present</i>
4.1	Affiliate is registered as a legal entity	3	2	1	0
4.2	Annual affiliate agreement exists and has been signed	3	2	1	0
4.3	Annual affiliate agreement is followed	3	2	1	0
4.4	Annual site visit has occurred	3	2	1	0
4.5	Function of Savings and Loan Program	3	2	1	0

Comments:

Total score for Affiliate Operations	
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Section 5: Affiliate Mentoring

Individual and group mentoring has always played a large role within Partners Worldwide. Both informal and formal mentoring are key components of an affiliate.

		<i>Strong</i>	<i>Average</i>	<i>Weak</i>	<i>Not Present</i>
5.1	Mentoring between N. A. and international individuals	3	2	1	0
5.2	Mentoring within international affiliate	3	2	1	0
5.3	Mentoring within N. A. affiliate	3	2	1	0
5.4	Records of mentoring topics and hours are kept	3	2	1	0
5.5	Identification of future mentor needs	3	2	1	0

Comments:

Total score for Affiliate Mentoring	
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Interpreting your score

Record your score for each section in this table. Then compare it to the columns on the right to gauge how healthy your affiliate is.

Section	Your Score	Struggling	Could Use Improvement	Thriving
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1. Affiliate Leadership		0 - 6	6 – 12	12 – 18
2. Affiliate Membership		0 - 5	5 – 10	10 – 15
3. Affiliate Communications		0 - 6	6 – 12	12 – 18
4. Affiliate Operations		0 - 5	5 – 10	10 – 15
5. Affiliate Mentoring		0 - 5	5 – 10	10 – 15
Total Score		0 - 27	27 – 54	54 – 81

Total score is over 54

If your total score is over 54 then well done! Your affiliate is in good shape. But, you cannot afford to relax. Every affiliate should aim for a score of 81 points!

Total score is between 27 and 54

If your total score is between 27 and 54 then your affiliate is making progress toward being healthy but we need to continue to persevere. Look at the areas where your score was less than you'd like to see and think of ways to improve those areas.

Total score is less than 27

If your total score is lower than 27 then you still have some work to do. Examine the areas in which you scored low and begin planning what actions you need to take to improve these areas. Feel free to call your Partners Worldwide Regional Representative for help.

Partners Worldwide is always looking to improve its evaluation tools. If you have suggestions for improving this Affiliate Health Check, please contact Dave Genzink at daveg@partnersworldwide.org

Date of Visit _____

AFFILIATE HEALTH CHECK ACTION PLAN

COUNTRY:

AFFILIATE:

TEAM MEMBERS:

Item Number	Identification of deficiency (specific findings)	Steps and goals for corrective activities, including timetables and individual responsibilities for actions	Targeted completion Date

Comments:

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Corrective Action Plan Developed	STATUS: Achieved, Revised, Continued
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Signature (Date)	Signature (Date)