



A Model Built on Faith

Your Nonprofit Scorecard

I. Board of Directors. Does your board:

	yes	no
1. Participate fully in meetings and organization’s activities?		
2. Have members that are part of your target audience?		
3. Have competencies/of understanding of your programs?		
4. Understand their duties and legal obligations?		
5. Help the organization raise money?		
6. Understand financial statements?		
7. Clearly articulate the organization’s vision and mission?		
8. Consist of individuals who are NOT relatives?		
9. Have fresh, enthusiastic, productive meetings?		
10. Meet on a regular basis and keep records?		
Total		

II. Legal/Compliance Issues. Does your organization:

	yes	no
1. Have a 501 (c) (3) OR Fiscal Sponsor?		
2. Have updated bylaws and understand how to use them?		
3. Does your board understand its legal obligations?		
4. Know whether your organization is in good legal standing?		
5. Have a basic understanding of employment law?		
6. Know how to analyze a contract? MOU?		
7. Know what you can and cannot do as a nonprofit organization?		
8. Have/understand document retention policies?		
9. Have insurance to protect its activities? Have insurance to protect its activities?		
10. Have sexual harassment training for employees and volunteers?		

III. Finance/Budgets: Does Your Organization:

	yes	no
1. Have a professional bookkeeper/accountant?		
2. Understand cash flow?		
3. Produce consistent monthly balance and income statements that are reviewed by the board?		
4. Understand budgets? Know about budget narratives?		
5. Have financial policies/procedures that are communicated to staff?		
6. Have strong banking relationships and good credit?		
7. Have written procedures for handling cash and checks?		
8. Conduct a financial audit?		
9. Understand fund accounting?		
10. Have a clear separation of finances between your program and the church/temple/mosque, etc?		

IV. Strategic Planning. Does your organization:

	yes	no
1. Have a Strategic Plan?		
2. Know how to begin the strategic planning process?		
3. Have a compelling vision statement?		
4. Have a clear mission statement?		
5. Have a board that understands the value of the organization's programs to the community?		
6. Have a board that understands the individuals your organization serves?		
7. Have a board that understands and is committed to conducting strategic planning?		
8. Have a board that revisits the strategic plan periodically to keep the organization on track?		
9. Are the tactics of the strategic plan communicated to staff?		
10. Have written day-to-day activities in sync with the strategic plan?		
Total		

V. Program Planning. Does your organization:

	yes	no
1. Use valid data collection to assess the needs of the people you serve?		
2. Have strong community ties?		
3. Understand your theories of change?		
4. Understand outcomes, outputs, goals and objectives?		
5. Have the expertise to provide the programming?		
6. Involve your target audience in planning programming?		
7. Have staff that understands your audience and program goals?		
8. Understand how much your program costs?		
9. Have a strong evaluation program?		
10. Have strong outreach and feedback programs?		
Total		

VI. Fund Development: Does your organization:

	yes	no
1. Have a diversified funding base?		
2. Get funded when you submit proposals funded?		
3. Know how to research potential funders?		
4. Have Board members who raise money?		
5. Have individual donors?		
6. Research potential individual donors?		
7. Understand how to approach program officers?		
8. Have relationships with any foundations?		
9. Have explored alternative funding?		
10. Have and use a fund development calendar?		
Total		



VII. Communications/ Social Media. Does your organization:

	yes	no
1. Have a dynamic Case Statement?		
2. Have written communications policies and procedures?		
3. Train staff in communicating internally and externally?		
4. Have written emergency procedures?		
5. Have policies for communications with individuals from outside the organization?		
6. Know how to work with the press?		
7. Have up-to-date technology for getting work done?		
8. Have staff members who are comfortable using technology/social media?		
9. Have marketing systems: web site/Face book/twitter, etc.?		
10. Have a web site that is interactive? (raise funds and solicit information)		
Total		

NOTES

How to Compute Your Nonprofit Score

To compute your score:

1. Give your organization 1 point for every "Yes" answer.
2. Total your points for each area.
3. There is a possible total of 10 points for each area.

AREA	TOTAL POINTS IN THIS AREA
I. Board of Directors	
II. Legal Compliance	
III. Finance	
IV. Strategic Planning	
V. Program Planning	
VI. Fund Development	
VII. Communications/Social Media	
Total	

How to interpret your scores:

- 8-10** -Your organization is strong in this area. Keep strengthening them.
- 6-7** -Pay attention. This indicates the need to focus on building in these areas.
- 5 or fewer** -A score of 5 or fewer points in an area indicates the need to consider outside help to build your organization's capacity in that area. You may consider applying for one-on-one consultation.