

Guidelines for Site Visits

1. The first part of the visit should include introductions and greetings between the agency and their representatives and the members of the Budget and Allocation Panel.
2. The agency representatives should present information on the overall function and purpose of the agency. This should include a brief description of each program offered by the agency. An emphasis should be made on objectives and outcomes of each program United Way has funded. The agency representatives should be able to state how these services address the unmet needs of the community.
3. When the agency representatives discuss existing and/or expanded services for the proposed funding year, the following issues should be addressed:
 - a. Identify existing or expanded programs
 - b. Does local government or other non-profit agency impact service?
 - c. List goals and objectives of the program, the needs of the community and how the agency addresses these needs.
 - d. Use handouts to cover agency and program information in more detail.

Allow time for a tour of the agency and observation of the programs.