

**Site Visit Rubric
Aftermath Outcomes**

DRAFT

1 Poor Unacceptable	2 OK Acceptable	3 Our Standard: Respect for Grantees	4 Our Goal: Exceeding the Standard
<p>Program officer:</p> <ul style="list-style-type: none"> ■ Forgets about the visit. ■ Forgets to send information or names as promised during the site visit. ■ Moves on to something else with nothing to show for having made the visit. 	<p>Program officer:</p> <ul style="list-style-type: none"> ■ Makes notes sufficient enough to provide details for case for funding. ■ Follows through on any clear promises. 	<p>Program officer:</p> <ul style="list-style-type: none"> ■ Organizes impressions and understandings quickly, through dictation into tape recorder or list of bullet points. ■ Notes any “to do” items, such as promising to send a book or a reference, or promise to get grantee in touch with someone; follows through quickly on these items. ■ Keeps colleagues at Dodge informed about what’s been learned, particularly regarding points that may affect other reviews. ■ Checks in with any partner organizations in work to be funded. 	<p>Program officer:</p> <ul style="list-style-type: none"> ■ Sends an e-mail or card after the visit thanking them for their time. ■ Makes effort to see the program we have learned about taking place; makes follow-up visit to observe first-hand what was talked about during the site visit. ■ Follows up not only on promised connections but also thinks, “who else should this grantee know about?”; makes connections, even cross-sector. ■ Calls others in the field who are connected to or affected by grantee’s work, so as to incorporate those views and perspectives into the write-ups for the Board.