

Branch Assessment Tool

BRANCH INFORMATION		
Branch name Branch mail address Phone Fax Email		
Briefly describe the organizational structure of the Branch (attach organigram)? <i>Attach organigram</i>		
CONSTITUENCY SATISFACTION		
Does the Branch have a mission statement that supports the NS's/HQ? <i>Attach</i>	yes no	If yes, briefly describe how and when it was developed:
Number of beneficiaries (<i>indicate if estimates</i>)	1999:	2000:
What vulnerable groups does the Branch target and what assist is provided by the Red Crescent? How were they identified?		
Who does the branch leadership define as their key <i>stakeholders</i> ?		
Briefly describe how the Branch works in <i>partnership</i> with other organizations to achieve its mission, including Government and commercial if appropriate.		
RESOURCE ACQUISITION		
Human Resources		
Briefly describe how volunteers and members recruited?		
What, if anything, do individuals receive for becoming Red Crescent volunteers or members? (<i>e.g. discounted First Aid training, uniform, Red Crescent handbook</i>)		
Briefly describe how volunteers and staff are recognized for their work. (<i>e.g. awards, volunteer 'thank you' events, pay increases for staff</i>)		
Financial Resources		
What are the three major income sources of the branches?	1. 2. 3.	
Does the Branch have any income generating/micro-business activities?	yes no	If yes, briefly describe top activities:
Material Resources		
Briefly describe the Branch' major physical assets and how they were obtained. (<i>e.g. buildings, vehicles, computers</i>)		
INTERNAL PROCESS		
What have been the most significant events impacting the development of the Branch in the past 2 years?		
Service Delivery		

What are the Branch three primary services?	1.	
	2.	
	3.	
Are there any other services the Branch would like to provide?		
Governance		
Briefly describe the governing body and various committees of the Branch.		
Briefly describe how the branch's governing body relates to the National central committee.		
When was the last General Assembly Meeting of the Branch?		
Human Resources		
Please provide information on volunteers and staff of the Branch.	<i>Number of adult volunteers/members:</i> <i>Number of youth volunteers/members:</i> <i>Number of full-time National staff:</i> <i>Number of full-time branch staff:</i>	
What primary activities are adult volunteers/members involved with?	<input type="checkbox"/>	
What primary activities are Youth volunteers/members involved with?	<input type="checkbox"/>	
What type of training is available to staff and volunteers?	<input type="checkbox"/>	
How are volunteers and staff recognized?		
Financial Management		
Does the Branch use computer software for maintaining its financial records?	yes no	<input type="checkbox"/>
Is a budget prepared annually?	yes no	
Are funding (income) projections prepared annually?	yes no	
Are the financial statements audited?	yes no	
Branch Financial Data (please indicate currency)	1999 Total Expenses: 2000 Total Income: 1999 Total Expenses: 2000 Total Income: 2001 Projected Expenses: 2001 Projected Income:	
GOAL ATTAINMENT		
Plans & Strategies		
Has the Branch conducted a recent capacity/internal assessment?	Yes no	If yes, briefly describe the results and when it was conducted:
Has the Branch conducted a recent SWOT Analysis? (Strengths-Weaknesses-Opportunities-Threats)	Yes no	If yes, briefly describe the results and when it was conducted:
Does the Branch have a current long-term strategic plan (Development Plan)?	Yes no	If yes, briefly describe how and when it was developed:

Does the Branch have a current Resource Development/Fund Raising Plan?	yes no	<i>If yes, briefly describe how and when it was developed:</i>
Does the Branch have a formal system to monitor and evaluate its performance?	yes no	<i>If yes, briefly describe how progress is monitored:</i>
Needs & Priorities		
What does the Branch leadership define as their top three funding needs?	1. 2. 3.	
What does the Branch leadership define as their are the top three technical assistance needs?	1. 2. 3.	
What are the top three governance priorities for the Branch governance (board) for the next three years?	1. 2. 3.	
What are the top three management priorities of the Branch Director for the next three years?	1. 2. 3.	

CHECKLIST OF RELEVANT DOCUMENTS TO PROVIDE

- Current (or most recent) Branch strategic/development plan
- Results from recent Branch capacity/internal assessment
- Results from recent Branch SWOT analysis
- National Society statutes/constitution; specifically section stating how branch relates to HQ
- Branch organizational chart
- Past 3 years detailed financial statements
- Current year detailed budget and income projections
- Minutes from the last General Assembly Meeting