

RED FLAG WARNING WORKSHEET



Instructions

Complete this red flag warning checklist to see if you are pushing the limits of your resources.

YES, OFTEN SOMETIMES NO, NEVER

Selecting Activities and Strategies to Implement

Do you chase the funding and excitement of the latest and greatest?

Are your staff showing signs of burnout?

Do you ignore your written program plan or fail to refer to it?
(If you do not have a written program plan, answer YES).

Applying for New Funding Opportunities

Does funding drive your programming?

Is your program plan shaped around one funder's deliverables/goals?

Are your activities under-funded and at risk for reduction or elimination?

Responding to Community Requests

Do you respond to community partner requests for presentations more often than sitting down with partners to plan out long-term programming?

Does the community mainly ask you to respond after a negative incident or bad media coverage of the issue?

Do you (or your staff) often go from place to place to deliver one-time presentations about topics connected to the issues you address?

Program Improvement

Are there stacks of surveys or other data that has been collected and not entered yet OR has data been entered but not analyzed yet?

Do you find yourself cherry-picking through evaluation data to fill in performance indicators or outcomes for reports to funders?

Do you move to implementing the next thing without building in time to discuss improvement and use evaluation?

Add up your score _____

Your Score

16-24 points

6-15 points

0-5 points

Your Burnout Risk

HIGH - Far beyond capacity:
You are very often working beyond your capacity. You risk staff burnout and/or program failure if you do not address your red flags.

MEDIUM - Beyond capacity:
You are sometimes working beyond capacity. It's time to address some of your capacity red flags in order to ensure your program is positioned for sustainability and growth.

LOW - At or under capacity:
You are usually working at or under your capacity for programming and evaluation. You are well positioned for growth and sustainability if you continue to avoid red flags.

YES = 2 points

Sometimes = 1 point

NO = 0 points