

In the Arena: Project Evaluation

To the Arena Athlete,

From its inception, In the Arena has held that an integral part of the success of the organization lies in the number and quality of the community service hours generated by our athletes. Now, while it's quite simple to calculate the number of hours invested in communities by the constituents of the Arena Roster, it's a bit more difficult to establish the *quality* of those hours. Not only are we asking, "What makes a good community service hour?"; more specifically, we are endeavoring to answer the question, "Given In the Arena's mission, what are the standards of community service to which we want to hold our athletes?" It's a tough question. However, we at In the Arena believe that it *is* possible to measure rigorously that which is qualitative if one approaches the challenge with crisp and analytical thinking.

In the Arena's response to the above-stated question is the following form. Because In the Arena will use this tool to measure the progress of your community service project and to assess the quality of work we are doing as an organization, this is far and away the most important form for which you are responsible as an Arena Athlete. For these reasons, it is imperative that you are punctual and consistent with its remittance. That might sound formal, so let me put this plainly: get this form in on time. Please. Thank you.

Here's how it works:

This form needs to be submitted on a quarterly basis, the first one being due three months after you join the Arena Roster and then at regular three-month intervals thereafter. The fourth and final iteration of this form is due on the day of your one-year Arena birthday. If your community service project has multiple components (ie: sites) then you must fill out one of these for *each* site where you do community service. There will be consequences for the failure to submit this form.

The form has two parts: one part to be filled out by you, the athlete, and a second part to be filled out by your on-site Community Service Director (CSD). It is your responsibility to distribute the relevant portion of the form to your CSD, preferably with a built-in time cushion, and then to collect it from the CSD as well. Once you've collected your CSD's completed portion, marry it to your completed portion and send it to us at the address below. Of course, if you have any questions as you move through this process, especially the first couple of times, please feel free to contact us.

When you review the form, both your portion and the CSD's portion, it should be fairly self-explanatory how it works. Your portion requires you to rate your project in eight (8) categories. Guidelines are offered within the table. Your CSD will also be rating your project and you are to add that score to your score and fill in the total in the space provided. In addition to the table, In the Arena asks each athlete to write a paragraph about that quarter's community service. The paragraph may be anecdotal, analytical or a combination. Your CSD will also be writing a paragraph. We've left space in the form for the writing, but you may elect to type, print and attach your paragraph instead of hand writing it. Up to you.

In the Arena aims to average 90 points and higher for its community service hours. That does not mean that every evaluation will score a 90 or better. In fact, in many instances we might see a gradual improvement in the score of a project as both the athlete and the CSD work out the on-site kinks. What is of the utmost importance to us is that you, the athlete, are bringing to bear on your project your innate skills of self-reflection: What am I doing well? What could I be doing better? How effective is my project? Among other goals, this form aims to encourage that type of analysis.

Now, a final note: this form is not perfect. It will not ever be perfect. It might even change over the course of the time you spend on the Arena Roster. When it *does* evolve, it will be because In the Arena has received feedback from athletes that the form falls short in some quantifiable way. In those instances, we are open to adapting the form. So please let us know if you feel there are line items that do not ring true, are not relevant or miss the point entirely. Likewise, if there is a valuable aspect of your project that the form fails to measure, let us know that, too. At the very least, your feedback will engender a robust dialogue about the ingredients of "quality community service," an idea to which we are all indelibly committed.

Thank you for your diligence and your effort.

Sincerely,
The Arena Staff

In the Arena
Community Service Evaluation
Box 381513
Cambridge, MA 02138

In the Arena: Athlete Evaluation

INSTRUCTIONS FOR THE ARENA ATHLETE:

Please use the space below to write a paragraph about your community service project this past quarter. As specified above, your paragraph may be anecdotal, analytical or a combination. Whatever strategy, style and tone you adopt, just make sure it's de novo. No cutting and pasting last quarter's paragraph. If you would rather type your paragraph, go ahead, just make sure to include it in the envelope with the rest of the evaluation. If you do choose that option, simply write "See Attached" in the space below. Finally, In the Arena welcomes any additional documentation of your project, such as notes and quotes from the attendees, photographs or videos, or collateral you may have produced for your project. We would love to see any materials you feel bring your project more fully into perspective. Thank you and we look forward to reading about how things are going.

ARENA ATHLETE NAME: _____

ARENA COMMUNITY SERVICE DIRECTOR (CSD) NAME: _____

DATE OF EVALUATION: _____

COMMUNITY SERVICE PROJECT SITE: _____

CHECK APPROPRIATE BOX:

First Quarter Third Quarter

Second Quarter Fourth Quarter

ARENA ATHLETE ASSESSMENT OF MOST RECENT QUARTER OF COMMUNITY SERVICE PROJECT:

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ARENA ATHLETE NAME: _____ DATE OF EVALUATION: _____ PROJECT SITE: _____	Maximum number of points available	Explanation of allocation of points	Points allotted
SCOPE OF PROJECT		35	
REACH: Average number of attendees per session	10	1-10: 8 points 11-20: 10 points 21-35: 6 points 35 or more: 4 points	
AGE: Average age of attendees per session	10	10-11 years old: 8 points 12-15 years old: 10 points 16-18 years old: 6 points	
NEED: Community Need (as measured by median household income of zip code where project occurs)*	10	\$39,999 or lower: 10 points \$40,000-\$49,999: 8 points \$50,000 or higher: 6 points	
REPEATABILITY: Average number of attendees who are repeat attendees	5	0-25%: 6 points 26-75%: 8 points 76-100%: 10 points	
CONTENT OF PROJECT		40	
CREATIVE LICENSE: Degree of athlete's control in designing project curriculum	15	No control: 5 points Some control: 10 points Maximum control: 15 points	
INTERACTIVITY: Degree to which attendees are allowed interaction with athlete	15	No interaction with attendees: 5 points Some interaction with attendees: 10 points Full and constant engagement with attendees: 15 points	
RANGE: Breadth of activity within project	5	One activity only: 1 point Somewhat-varied activity: 3 points Highly-varied activity: 5 points	
GOALS: Degree to which goal-setting and achieving is inculcated by project curriculum	5	The curriculum is not geared towards a goal: 1 point There is some discussion of goal-setting: 3 points The curriculum has a built-in denouement: 5 points	
Total from Athlete Self-Evaluation	75		
Combined Total of Athlete Self-Evaluation and CSD Evaluation (from other sheet)	100		

* According to the U.S. Census Report, the median household income in 2005 was \$46,326. Visit www.zip-codes.com for discovery of this statistic for the zip code relevant to your project.

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INSTRUCTIONS FOR THE ON-SITE COMMUNITY SERVICE DIRECTOR (CSD):

First of all, thank you for serving as the on-site supervisor for this Arena Athlete. You, the CSD, are an integral part of the organization's success. In addition to filing out the table below, In the Arena asks that the CSD take a few moments to write a paragraph about the Arena athlete and his or her community service project's progress. Feel free to use the space below or to type, print and attach to this sheet the written evaluation. In your paragraph, you may want to touch on any feedback you've received from the attendees, any observations you have as an expert in the field and any suggestions you may have for the improvement of the project. Again, many thanks for your role in this organization's success.

ARENA CSD NAME: _____

ARENA ATHLETE NAME: _____

DATE OF EVALUATION: _____

COMMUNITY SERVICE PROJECT SITE: _____

CHECK APPROPRIATE BOX:

First Quarter

Third Quarter

Second Quarter

Fourth Quarter

	Maximum number of points available	Explanation of allocation of points	Points allotted
Commitment of athlete to project	10	On a scale of one to ten, ten being the highest, please measure the athlete's initiative, enthusiasm, interest and engagement in his/her community service project	
Quality of work done throughout project to-date	10	On a scale of one to ten, ten being the highest, please measure the effectiveness of the athlete's work in achieving the project's agreed-upon goals (as established in the community service proposal)	
Professionalism	5	On a scale of one to five, five being the highest, please measure the athlete's reliability, punctuality and administrative attentiveness	
Total from Community Service Director's (CSD) Evaluation	25		

CSD EVALUATION OF MOST RECENT QUARTER OF COMMUNITY SERVICE PROJECT: