

IGNITE CHECKLIST

The Checklist below will help you diagnose what tasks need to be done to assure that your coalition is on track for success. For each stage, review the items under the Coalition or Partnership column to assess whether you have achieved this stage or need to revisit it. Then, choose the Ignite Tools that might assist you in accomplishing each task (Tools are accessed on the Coalitions Work website). Share your results with & assess barriers to change.

<i>Ignite! Getting Your Community Coalition Fired Up for Change</i>		
Stage	Coalition/Partnership	Ignite Tools
Before You Build It	<input type="checkbox"/> Conduct environmental scan or assessment (community readiness) <input type="checkbox"/> Decide on kind & purpose of collaboration (formal/informal, size, for networking or action)	<input type="checkbox"/> SWOT Analysis <input type="checkbox"/> Is a Coalition Right for You? <input type="checkbox"/> Is this Group Really a Coalition? <input type="checkbox"/> Coalition Guides
Build It	<input type="checkbox"/> Choose or assess community sectors <input type="checkbox"/> Assess needed membership & build recruitment plan <input type="checkbox"/> Build structures for success <ul style="list-style-type: none"> <input type="checkbox"/> values <input type="checkbox"/> vision <input type="checkbox"/> mission <input type="checkbox"/> goals <input type="checkbox"/> roles (job descriptions) <input type="checkbox"/> rules <input type="checkbox"/> steering committee <input type="checkbox"/> work groups <input type="checkbox"/> bylaws <input type="checkbox"/> Choose & develop transformational leaders	<input type="checkbox"/> What Makes a Good Lead Agency <input type="checkbox"/> Coalition Member Gap Analysis <input type="checkbox"/> Potential Member Grid <input type="checkbox"/> Buddy Method for Recruitment <input type="checkbox"/> Inclusivity Checklist <input type="checkbox"/> Orientation Packet/Checklist <input type="checkbox"/> Coalition Guidelines <input type="checkbox"/> Coalition vision, Mission & Goals Worksheet <input type="checkbox"/> Bylaws Template <input type="checkbox"/> Am I a Transformational Leader? <input type="checkbox"/> Meeting Checklist <input type="checkbox"/> Facilitator's Guidelines <input type="checkbox"/> Agenda/Minutes Templates <input type="checkbox"/> Strategic Planning Process
Make It Work	<input type="checkbox"/> Engage people in assessment & creating a plan of action <input type="checkbox"/> Motivate/encourage to participate, commit & share resources <input type="checkbox"/> Prioritize & Initiate strategies	<input type="checkbox"/> Checklist for Choosing Coalition Issues <input type="checkbox"/> Logic Model Template <input type="checkbox"/> Action Plan Template <input type="checkbox"/> Prioritizing Your Strategies <input type="checkbox"/> Member/Leader Roles & Responsibilities <input type="checkbox"/> Commitment Letter <input type="checkbox"/> Partnering with Community Sectors <input type="checkbox"/> Am I a High Functioning Member <input type="checkbox"/> What to Do When Things Go Wrong
Sustain It	<input type="checkbox"/> Identify on-going financial/in-kind support to maintain strategies long enough to achieve outcomes <input type="checkbox"/> Sustain energy/interest in the work <input type="checkbox"/> Spin off strategies & change structure or processes if needed <input type="checkbox"/> Expand or end collaboration when goals are reached	<input type="checkbox"/> 1-page Organizational Message <input type="checkbox"/> Sustainability Plan Outline <input type="checkbox"/> Checklist to Become a 501 c3 organization <input type="checkbox"/> 6 Rs of Participation <input type="checkbox"/> Are You Ready to Evaluate? <input type="checkbox"/> Data Collection Methods <input type="checkbox"/> Sample Evaluation Plan <input type="checkbox"/> Should You Disband Your Coalition?