

Site Visit Resources for Stewards

Introduction

According to the Asha Stanford project guidelines (<http://www.ashanet.org/stanford/projects/index.html>), project stewards are expected to arrange site visits to get a first hand assessment of projects in India (i) prior to project presentation at Stanford, and (ii) before the project comes up for funding review at the end of the year. This document provides a set of resources to help stewards with this process.

Finding a site visitor

There are 4 primary ways to find a volunteer to do the site visit:

Access your own friends, relatives, or (trusted) acquaintances in India. This is the easiest and fastest way to arrange a site visit, especially if the project is near their place of residence.

Send an email to asha-stanford-members@lists.stanford.edu, enquiring if any Asha member is traveling to India and visiting a city or town near the project in the near term. This is likely to be the case, e.g., during vacations (summer and Xmas).

Send an email on the asha-projects yahoo group to find out if anyone is available and willing to do the site visit. Asha-projects is a members only group located at <http://groups.yahoo.com/group/asha-projects/>. You may have to sign up for membership (or ask someone who is already a member) before you can send your request to the reflector.

Finally, see if a volunteer from one of the nearby Asha-India chapters can help. A list of Chapters can be found at <http://www.ashanet.org/india/>

Briefing the site visitor

Provide copy of the Asha Stanford site visit questionnaire to the site visitor. This document is located on the Asha Stanford website (<http://www.ashanet.org/stanford/projects/index.html>).

If appropriate, provide the visitor with information about the project he/she is visiting, including material that the NGO may have submitted to the chapter.

Discuss reimbursement with the visitor. As such, Asha Stanford will reimburse reasonable traveling/lodging expenses (capped at 50\$ per visit; the actual costs are expected to be *substantially* lesser) to the site visitor. Discuss specifics with the Chapter treasurer if applicable.

Finally, encourage the visitor to spend some time (e.g. one night) at the project and talk to a wide cross-section of people, not just the folks running the show. People take time to open up, and this kind of informal interaction is likely to reveal much more than a hurried, "official" visit. At the same time, please request the visitor to be courteous and sensitive to the people running the project in India.

Follow-up

After the site visit has been performed, follow up by collecting the completed questionnaire from the site visitor, as well as any other material e.g. pictures collected during the visit. Discuss the visit with him/her e.g. by phone/email.

Upload this material to your project data store using directions given at <http://www.ashanet.org/stanford/projects/volunteer.html>

Arrange to have the visitor reimbursed.

If it is possible to have the site visitor drop by during a chapter meeting and narrate their experiences first hand, please discuss this with him/her and the coordinator responsible for that meeting.