



Site Visit Guidelines and Questionnaire

Asha Stanford

Dear volunteer,

Thank you for taking the time to conduct this site visit. Your visit will provide us valuable, first-hand information about the project, enabling us to better understand its circumstances and its needs. The following questionnaire is designed as a basic guide to assist you in conducting your visit.

The following set of questions is only a suggested guideline. Some of the following questions may not be relevant or applicable to the particular project you are visiting, but please do try to answer as many of them as possible. Please note that Parts B & C necessitate that the information be gathered through conversations with the children and their parents, and not simply the group's teachers and staff.

Please feel free to attach any documents/photos you feel are pertinent to the project.

If you have any questions, please do not hesitate the project steward responsible for the project at Stanford. We look forward to hearing your thoughts and observations through this review, and thank you once again for your help. Together we can make a difference!

Thanks

Asha for Education, Stanford Chapter.



Preparing for your visit

1. You should be able to collect the following information about the project from the project steward (Asha volunteer responsible for the project at Stanford) prior to your visit:
 - Project proposal
 - Past correspondence with the project
 - Any specific information that the project steward is looking for, from the site visit.
2. You also need to have some understanding of Asha for Education and our mission. This will help you to tailor your site visit in a more fruitful manner for Asha. You can get detailed information about Asha for Education from our web site at <http://www.ashanet.org>. Our site visit volunteers often find it helpful to study this web site (and this document!) before-hand, and have a copy of the original or modified project proposal with them before starting their visit.
3. We encourage you to talk individually to a broad cross-section of people, including some students, teachers, as well as community members who are not directly associated with the NGO. Such informal interaction is often the best way to learn about the project.
4. We also strongly encourage you to fill out this document yourself, rather than showing it to the project coordinators in India and asking them to fill it out.
5. This document is only designed as a basic guide. Please include any additional information/insights that you consider relevant with your review.
6. We look forward to meeting with you in person and hearing about your experiences, if this is possible. The project steward at Stanford will discuss the possibility of scheduling a presentation at an Asha meeting with you after your visit.
7. We encourage you to take some photographs/videos during your site visit, as they will help us see and hear what is going on at the project. As the old saying goes, a picture is worth a thousand words!
8. If the organization is running many centers and it may not be possible for you to visit all of them, visits should be made of centers randomly selected by you rather than letting the organization show you centers of their choice. Organizations are known to run their sample centers which would prefer to show to you.



Asha for Education
Stanford University Chapter
P.O. Box 19449
Stanford, CA 94309-9449

Date:

Name of the Project:

Name of the Organization Running the Project (if different):

Was your site visit announced? (Yes, it was planned) or (No, it was a surprise visit)

	Project Contact	Your Name (Volunteer conducting the visit)
Name		
Address		
Phone(s)		
Fax		
E-mail		



PART A: Particulars about the organization and its environment

1. *What are the different focus areas of the organization? (give a rough estimate of the % of their total effort/funding)*

Community development _____ % Education _____ % Health _____ %

Other _____ % (please specify) _____

2. *What is the administrative structure of the group (e.g. Board of Directors/Grassroots-based)?*

3. *Are there any other organizations working in the area providing any one or all of the services provided by the visited organization? (Briefly mention their names and their objectives)*

Organization	Objectives of the organization

3. *What are the main problems the organization faces for running this project?*



PART B: The Beneficiaries and the community

(Information to be gathered from parents and children)

1. *Approximately how many families live in the area?*

2. *What do the parents do for a living? (Agricultural worker, Daily wage laborer etc.)*

3. *What is their economic/educational background? (Are the parents able to pay any fees? Are the parents literate? Etc)*

4. *At the time of enrolment, does the school ask for the names of both parents?*

Yes

No, just the father's name

No, just the mother's name

5. *How often do the teachers meet the parents?*

6a. *How do the parents/the community view the efforts taken by the organization that runs the project?*

6b. *What is the motivation for the parents to send their children to school?*

6c. *How do the parents participate in the organization's activities? (e.g. by contributing their time, money or labor in the school's activities etc.)*



7. Are there any Government Schools in the area? Yes No

8. If yes, how far are the Government Schools from the community?

9. Why did the parents choose this school over the Government School?

10. When you visited, how many children were present in the class?

What is the regular class strength? What is the boy-girl ratio in the school?

Comments:

11. Do the children seem to enjoy coming to school?

12. What portion of children from the local community (approx.) attends this school? What portion of children does not go to ANY school?

13. What activities do the children do after school hours?

14. What is the main motivation for the students to attend school?

15. What is the drop-out rate among students? Why do they leave the school? (If high, what is the organization doing regarding this?)

16. What do the children feel about the school? Do they feel happy to come to school every day?



PART C: Project particulars

(Information to be gathered from students and staff)

1. *How far is the project site from the main town/village? How do the children commute? (foot, bus etc.)*

2. *What infrastructure and facilities are available at the project site you visited? (eg. Furniture, buildings, toilets, library, sports, hostels, mid-day meals etc)*

3. *Is the building permanent or temporary construction? Is it owned or rented? What is its physical condition?*

4. *How big are the classrooms? How many children per room? How many classes (1st to 3rd etc) per room?*

5. *What is the mode of teaching in the school? (Check the appropriate choices)*
 - A. Formal (State Board, Central Board etc) upto _____ grade (LKG, 5th etc)
 - B. Non-Formal Education (NFE) do the students also attend formal school?
 - C. Vocational
 - D. Other _____. Please specify ____

Medium of Instruction is _____.

5a. If B (Non-Formal Education) how many of the children also attend formal schools in the area?

If none do, does the project plan this for the future?

5b. If B(Non-Formal Education), does the organization create its own study material (books, games)? Or does it use NCERT/NIOS books?



5c. If C (Vocational), what do the children do after they finish training?

5d. What are the daily school hours? How many days of the week/month/year is the school open?

6. How many staff or volunteers are involved in the project? (Full-time/Part-time/Volunteers)

6a. How many of them are from the local community?

6b. How many of the staff are women?

6c. What is the education level/teaching experience of the teachers? What is their background?

6d. What is the motivation for the teachers to work in this project? What are the other employment opportunities that they have in the town/village?

6e. How long have they been with this project/organization?

7. How many teachers have left the school in the past one year, and why?

8. How many new teachers have joined in the past year?

9. Does the organization train the teachers? Yes No

If yes, how do they provide the training?

10. How much is the staff paid? Are they happy with their salaries?



Is it on par with the salary paid to the staff in the Government schools? Yes No

11. How often do the main volunteers visit the center? Do they do only administrative duties or spend time at the grassroots as well?

12. What does the organization say about education of the child after they leave it's school?

13. Were you able to look at actual work of the students? Homework/classwork/tests etc? Comment.

PART D: Financial resources of the organization

(Feedback from the person conducting the site visit)

1. What are the different sources of funding for this project? (different agencies/Govt)
2. What is the annual budget?
3. *Are detailed records of past funding and spending available? If possible, please request a copy (of annual financial statements, for example).*
4. What is the largest portion of their expenses (salaries/infrastructure/etc.)?
5. Do the salaries listed on their account books match the salaries that the teachers communicated to you?



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PART E: Comments

(Feel free to attach documents if necessary)