

Excellent NPO Self-check sheet

[Original source in Japanese](#)

Use the Excellent NPO evaluation criteria to conduct a self-assessment of your organization and determine its strengths and weaknesses.

Begin by checking 10 criteria as an introduction to the method (full score of 27 points). Check A if the statement applies completely to your organization. Check B if it applies more or less. Check C if it is mostly inapplicable.

Public Participation

- | | | | |
|----|--|-----|--------------------------|
| Q1 | Is clear information available on the organization's website, blog, etc. about how to volunteer and what this work involves? | A | <input type="checkbox"/> |
| | | B | <input type="checkbox"/> |
| | | C | <input type="checkbox"/> |
| Q2 | Do you thank your volunteers on a daily basis? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |
| Q3 | Do you send a letter of thanks within a week of receiving a donation? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |

Social Change

- | | | | |
|----|--|---|--------------------------|
| Q4 | Can you clearly explain why your organization became involved in the issue it deals with, what its activities target, and what the connection is between the issues dealt with and the organization's mission? | A | <input type="checkbox"/> |
| | | B | <input type="checkbox"/> |
| | | C | <input type="checkbox"/> |
| Q5 | Does the organization have a strong understanding of the context for and causes that lie at the root of the targeted needs and issues? | A | <input type="checkbox"/> |
| | | B | <input type="checkbox"/> |
| | | C | <input type="checkbox"/> |
| Q6 | Is the person acting as the organization's leader engaged in making plans that address the issues the organization is focused on, and displaying strength in effectively coordinating both internal and external human resources to implement these plans? | A | <input type="checkbox"/> |
| | | B | <input type="checkbox"/> |
| | | C | <input type="checkbox"/> |

Organizational Stability

- | | | | |
|----|---|-----|--------------------------|
| Q7 | Are organizational documents such as activity and financial reports available, and can they be examined at the secretariat? | Yes | <input type="checkbox"/> |
| | | No | <input type="checkbox"/> |

Q8 Is information such as that below available to the public in an easily accessible format (e.g. electronic media)?
Organizational mission, decision-making body and its members, overview of activities, secretariat, plan of activities (annual, and, if available, medium term), activity reports, financial reports, contact details, donation, membership and volunteering guidelines.

- A
- B
- C

Q9 Is the organization not overly dependent on a specific funder (organization or individual)? Is it engaged in efforts to reduce its reliance on these funds?

- A
- B
- C

Q10 Are internal checks or warning mechanisms in place to ensure that there is no potential conflict of interest with funding or that funds are not gained through anti-social activities?

- A
- B
- C