



STATE TRANSFORMATIONAL  
**ASSISTANCE CENTER**  
FOR COMMUNITY SCHOOLS

## **Needs and Assets Assessment Team: Structure, Recruitment and Roster**

### **NEEDS AND ASSETS ASSESSMENT TEAM STRUCTURE**

What structure are you going to use to bring students, staff, families, and community members together to develop and execute a needs and assets assessment plan? Who will lead engagement efforts for each interest holder group? How will team members coordinate efforts and communicate learning and progress towards engagement goals?

### Tips and Tools for Recruiting Engagement Team Members:

- **Roster Template:** Use the table below to populate your potential and confirmed members.
- **When to identify members:** During mapping and other engagement activities.
- **Who makes a good member:** Interest holders who are excited to develop and execute a transformational needs and assets assessment plan and those who have the time to implement the plan.

RECRUITMENT PLANNING: Identifying Engagement Team Members
<b>Student Recruiting:</b> What is your plan for recruiting students onto the needs and assets assessment team?
<b>Staff Recruiting:</b> What is your plan for recruiting school staff onto the needs and assets assessment team?
<b>Family Recruiting:</b> What is your plan for recruiting families onto the needs and assets assessment team?
<b>Community Recruiting:</b> It is important to engage the community both in and around the school. This includes neighbors, non-profits or other community-based organizations, religious organizations, businesses, and beyond. What is your plan for recruiting community members onto the needs and assets assessment team?

**ROSTER:**  
**Identifying Engagement Team Members**

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