Before you can evaluate your mission must be clear. No matter how your mission statement may actually be worded, for our purposes today, please summarize by completing the fill-in-the-blanks below.

**The** (your organization name)

**is** (what kind of organization)

**which works to** (what you do and for whom)

**through/by**  (programs, services or strategies)

**Our work strengthens the ability of** (who, what population)

**to** (provide, advocate for…)

**so that** (what will happen, what change will occur)

Adapted from Association for Small Foundations handout

***If we were totally successful in our project/services/mission:***

Our target community or population would…

Our organization would…

***Program***—An organized action supported by appropriate resources and intended to bring about purposeful change (educational initiatives, direct service interventions, research initiatives, communication campaigns, community mobilization efforts, policy development efforts, etc (adapted from CDC, 1999)

A clear description and understanding of the program is the beginning point for evaluation.

***Inputs*** Resources that go into the program

***Outputs*** Activities a program undertakes…What you Did

***Outcomes*** Changes and benefits that result from program activities