

Welcoming and Age Friendly Groups project

Group self-assessment tool

[This template has been developed for you to copy and paste into your own Microsoft Word template as required. While all parts of this template can be modified to suit your needs, items in red have been highlighted to show where you might delete or amend text.]

This assessment tool has been developed in order for clubs/groups to establish and maintain a welcoming and age friendly environment for community members to re-engage into a social environment.

By meeting the requirements of this assessment you are committing to providing an environment for older members of the community to feel involved in a safe, friendly and inclusive group/club. This will enable the club/group to attract members from a diverse range of backgrounds who can make a valuable contribution to your club/group and can also contribute to attracting funding.

Please use this assessment as follows:

We encourage groups to complete this assessment with a member of the committee and non-committee members, we advise that you discuss the assessment with the group/club and provide the opportunity for all members to provide feedback.

When completing the assessment, please provide evidence for or against the criteria to better understand the need for action or to understand the procedures you are currently using that are working well, to assist with the annual review.

Examples have been provided.

Group name:

Member responsible:

Contact details:



Group membership and joining

Criteria	Evidence	Action to be taken	Estimated date of completion
<i>Example: Welcome kit inclusion.</i>	<i>Social calendar attached.</i>	<i>We now have a group member responsible for the monthly social planner/newsletter.</i>	<i>First social planner due out in May.</i>
Welcome kits are provided to new members that include: <ul style="list-style-type: none"> • a welcome letter • a name badge • new member survey • club contact list • any fee information • calendar of social events • details about the venue • carpooling options • who to go to if you have an issue information • introduction checklist. 			
Fees are affordable for a range of people.			
A payment plan is available.			
New members receive a Welcome and Age Friendly induction.			
A Welcome Mentor has been appointed.			
Members are encouraged to bring a friend.			
The club runs an open day for community members to take part in activities.			

Criteria	Evidence	Action to be taken	Estimated date of completion
The club follows up member enquiries.			
The club provides occasions to share a meal/snack together.			
The club promotes inclusion.			

Additional comments:

Venue

Criteria	Evidence	Action to be taken	Estimated date of completion
<i>Example: The entry is obvious.</i>	<i>We asked a new member if they found the entry easily and they had some trouble identifying it.</i>	<i>We have put up a new sign with an arrow so there is no more confusion.</i>	<i>Completed 10/10/2017.</i>
The entry is obvious.			
The venue is accessible for all levels of mobility.			
The venue is clean and comfortable.			
Signs are easy to read, relevant and easy to find.			
There is a code of conduct visible.			

Additional comments:

Communication

Criteria	Evidence	Action to be taken	Estimated date of completion
<i>Example: Members are aware of who they can car pool with.</i>	<i>There is a list for members to connect with other members to car pool in our venue. All members are aware of it.</i>	<i>We didn't have a clear procedure for this. A list has been put up and a notice sent to all members.</i>	<i>Completed 10/10/2017</i>
A newsletter or regular group updates are circulated to all members.			
A group member is responsible for promoting the club and updating information about the club to various locations.			
The group information is up to date on the Latrobe City website.			
Have the activities offered by the group been updated in the last 12 months? Based on feedback from members.			
Members are aware of who they can car pool with.			
Past members are followed up.			

Additional comments:

Club and environment

Criteria	Evidence	Action to be taken	Estimated date of completion
Example: <i>Members are offered the opportunity to give feedback on activity recommendations.</i>	<i>Feedback forms attached.</i>	<i>A number of members were asked if they know how to give feedback and they didn't, we have added this to the next newsletter.</i>	<i>Completed 10/10/2017.</i>
A group member follows up non-attendance for welfare reasons.			
Members are offered the opportunity to give feedback on activity recommendations.			
The social calendar is on display at the venue.			
An inclusive group environment is established.			
The club visions and values are displayed.			

Additional comments

Promotion

Criteria	Evidence	Action to be taken	Estimated date of completion
Example: <i>Does the club communicate with other community groups to organise activities and share ideas?</i>	<i>We have recently organised to meet at the croquet club as one of our group activities.</i>	<i>We will be joining other groups for Christmas break ups based on member feedback.</i>	<i>Completed 10/10/2017</i>
Is it easy to find information about your group via the internet?			

Criteria	Evidence	Action to be taken	Estimated date of completion
Have you advertised in the local newspaper, radio, Seniors magazine or other media?			
The club communicates with other community groups to organise activities and share ideas.			

Additional comments

Next steps

By completing this assessment your group should be thinking about how welcoming, age friendly and inclusive the group is overall for new members and have the tools to put in place any procedures to ensure the group meets the Welcoming and Age Friendly groups/club criteria.

Return a copy of the completed group assessment to:

[Name]

[Position]

[Address]

Contact partner group to arrange an audit by	Date:
Audit completed by	Date:
Actions completed and update sent to [Name] by	Date:

[Delete this section when transferring to your own Microsoft Word template]

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