

*The Watershed Institute seeks to enhance and network citizen-based watershed organizations throughout New Jersey that are engaged in protecting water resources and natural lands. The Institute will use this survey to provide workshops, forums and opportunities to share information and ideas to serve your organizational needs. Please take a few minutes to complete this survey. See return address below.*

**Organization Background**

|                                 |
|---------------------------------|
| <b>Organization Name</b>        |
| <b>Contact Person and Title</b> |
| <b>Address</b>                  |
| <b>City, State, Zip</b>         |
| <b>Phone</b>                    |
| <b>Fax</b>                      |
| <b>Email</b>                    |
| <b>Website</b>                  |

Number of Staff Members:

\_\_\_\_\_ Paid Full-time

\_\_\_\_\_ Paid Part-time

\_\_\_\_\_ Volunteer

\_\_\_\_\_ Intern

The scale of this organization's work is:

Community-wide (small watershed, city/county)

Regional (large watershed/basin, multi-county)

Statewide

Membership Size: \_\_\_\_\_

Incorporated:  Yes  No

Year Incorporated: \_\_\_\_\_

Liability Insurance:

Acquired

Not yet acquired, but looking

None

Federal Tax-Exempt status:

501(c)(3)

501(c) with 501(h) election

501(c)(4)

The programs of this organization include:

Watershed Planning

Land Preservation

Stream Restoration

Stream Monitoring

Advocacy

Education

Natural Resource Stewardship

Other

Funding Sources (% of budget):

\_\_\_\_\_ Membership dues

\_\_\_\_\_ Individual donors

\_\_\_\_\_ Fundraising events

\_\_\_\_\_ Private foundation funding

\_\_\_\_\_ State funding

\_\_\_\_\_ Federal Funding

\_\_\_\_\_ Corporate or business sponsors

\_\_\_\_\_ Endowment

\_\_\_\_\_ Other (please describe)

\_\_\_\_\_

Annual Budget: \_\_\_\_\_

Does this organization have a Strategic Plan?

Yes  No

## Organizational Development

Please check off the appropriate boxes as you evaluate your organization's skills, identifying areas that could benefit from future workshops, forums, and seminars provided by the Watershed Institute.

| Skills Assessment                    | Strong | Adequate | Could Improve | Interested in Future Watershed Institute Workshop |
|--------------------------------------|--------|----------|---------------|---|
| <b>Organizational Capacity</b>       |        |          |               |   |
| Grassroots Fundraising               |        |          |               |   |
| Membership and Donors                |        |          |               |   |
| Recruiting and Strengthening Boards  |        |          |               |   |
| Strategic Planning                   |        |          |               |   |
| Financial Management                 |        |          |               |   |
| Involving the Community              |        |          |               |   |
| Engaging the Media                   |        |          |               |   |
| Successful Grant Writing             |        |          |               |   |
| Program Evaluation                   |        |          |               |   |
| <b>Watershed-related Skills</b>      |        |          |               |   |
| Understanding State Regulations      |        |          |               |   |
| Using Local Land Use Laws            |        |          |               |   |
| Watershed Management Planning        |        |          |               |   |
| Restoration Projects                 |        |          |               |   |
| Design/Implement Monitoring Programs |        |          |               |   |
| Data Analysis and Presentation       |        |          |               |   |
| Applying Monitoring Data to Policy   |        |          |               |   |
| Environmental Education Programs     |        |          |               |   |
| Land Stewardship Programs            |        |          |               |   |

Looking for information on a particular watershed management issue? Or are you trying to strengthen your organization? The Watershed Institute and Stony Brook-Millstone Watershed Association have produced several publications that can help you get on the right track. To request a Publications Catalogue send an email to [publications@thewatershed.org](mailto:publications@thewatershed.org) or view it online at: [www.thewatershedinstitute.org/resources/publications](http://www.thewatershedinstitute.org/resources/publications).

Does your organization receive updates from the Watershed Institute listserv? The listserv provides weekly announcements pertinent to New Jersey watershed associations. To subscribe contact Alyse Greenberg at [agreenberg@thewatershed.org](mailto:agreenberg@thewatershed.org).

## Watershed Institute Resources

Please indicate which Watershed Institute workshops, presentations and meetings your organization has attended in the past and/or would be interested in attending in the future.

| Topic                               | Have Attended | Would Like to Attend |
|-------------------------------------|---------------|----------------------|
| Creating a Realistic Budget         |               |                      |
| Insurance and Audits                |               |                      |
| Annual Reports                      |               |                      |
| Membership Benefits and Cultivation |               |                      |
| Developing a Successful Board       |               |                      |
| Planning for Success                |               |                      |
| Big Money for Small Groups          |               |                      |

| Topic   | Have Attended | Would Like to Attend |
|---|---------------|----------------------|
| Best Appeal Letter                              |               |                      |
| Planning for Special Events                     |               |                      |
| Creating and Sustaining a Public Relations Plan |               |                      |
| Using GIS in Watershed Management               |               |                      |
| Proposal Writing                                |               |                      |
| Avoiding Burnout and Developing New Leaders     |               |                      |