NEEDS ASSESSMENT WORKSHEET

Unit Name _____________________________________________________________________________

Street Address __________________________________________________________________________

City, Zip Code ___________________________________________________________________________

The purpose for conducting a needs assessment is to determine if an identified concern is truly a problem that should be dealt with through broad-based community action. The members of our PTA executive board are concerned about

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

We would like to know your thoughts on this subject. Your response to the questions below will assist us in determining whether or not you concur in our concern and the direction we should take if you agree there is a problem.

1. In your opinion is there a problem? □ Yes □ No

2. Is the school affected by the problem? □ Yes □ No

3. Is the neighborhood affected by the problem? □ Yes □ No

4. Is the problem citywide? □ Yes □ No

5. Are the following groups of people affected by the problem?
   • Students □ Yes □ No
   • Families □ Yes □ No
   • School staff □ Yes □ No
   • Everyone □ Yes □ No

6. Additional comments

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Your name ______________________________________________ Your title _____________________________

The agency you represent, if any _________________________________________________________________

Your address _________________________________________________________________________________

Your telephone (_____)________________________ Email ____________________________________________

Please return to __________________________________________________ No later than _______________

For additional information please contact ___________________________________ at______________________

California State PTA Toolkit – 2013