



## Affiliate Readiness Assessment Tool

### Are You Ready?

These questions will help gauge if you are ready to make a formal inquiry into the affiliate process. Before proceeding, take a few minutes to read the affiliate information provided and have a good comprehension of the program. It is a good idea to conduct the readiness assessment with the group of individuals who will help form the affiliate if your application is accepted. This is a self-determining tool for your benefit and will not be submitted to KLB.

### Establishing the Affiliate

- Have you reviewed the affiliate terms and guidelines and the annual requirements?
- What do you hope to accomplish by becoming a KLB affiliate?
- Have you identified a host entity for the affiliate? A host entity can be a non-profit, civic or community organization, city, or parish.
- Do you have the support of the highest authorizing official of the proposed host entity?
- Have you identified a group of individuals who are committed to providing leadership and guidance to form the affiliate?
- How will the affiliate fund its projects to sustain its efforts?
- Is there a consensus amongst stakeholders that establishing an affiliate will help address the problems?

### Current Community Capacity

- Does the geographic area the affiliate will focus its efforts have a population greater than 5,000?
- Have you identified the problems needing to be addressed in regard to litter prevention/removal, recycling, waste reduction, environmental education, and beautification?
- Can you identify the main obstacles keeping the community from resolving those problems?
- Do your residents currently support community projects and activities through volunteerism?
- Do you currently have, or do you anticipate having working partnerships with local government, schools, businesses, and community organizations?
- Do you have support from city/parish administration, and local elected officials?
- Do you anticipate having problems paying the one-time \$200 affiliate formation fee and completing the formation requirements in 6 months?
- Do you anticipate having problems forming and sustaining a committee/commission/board with a chair/coordinator serving as KLB point of contact to lead the efforts of the affiliate?
- Are you confident that the affiliate can meet the annual requirements?
  - Annual \$150 affiliate fee
  - Conduct at least one litter cleanup and one endorsed KLB program
  - Four hours training and participate in networking calls
  - Active committee/commission/board and chair/coordinator/POC
  - Track and submit affiliate outcomes and annual report