



Implementation Checklist: Establishing Your Organization’s Culture

Use this tool as a guide for planning to define your organizational culture. It will help you complete the first steps in providing a positive culture of achievement.

Establishing Culture

Step 1: Building Your Program Team

This work is intended to guide your program staff in their daily activities. Establishing your culture requires that you include those for whom the culture will have an impact. Begin with your program team. Then, invite additional staff members and stakeholders to participate in the organizational culture and climate creation process. Doing so will increase staff buy-in and ensure that students, families and partners have a voice in stating the values that are most meaningful to them. Remember, while it’s important to include diverse perspectives, it’s equally important for the participants to care about the organization and its future.

List potential team members in the appropriate category below:

Out-of-School Time Staff	School-Day Staff	Students	Family Members	External Partners





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Step 2: Vision

Vision statements are short and inspiring. They should hold true over time; they are the program’s long-term aspirations. When you think of where your students and families will be in 10 years, what words would you use to describe them? What goals do you have for them? What specifically do you want them to be doing? What does success for them look like? Brainstorm around these questions to craft one sentence that creates a picture of the future.

Goals	Doing	Looks Like

Vision Statement: _____





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Step 3: Mission

Your mission statement outlines how the organization will accomplish its vision and fulfill its purpose. It answers these questions:

- What will you do?
- Who will you serve?
- How will you serve them?

Keep the mission statement short and simple, no more than three sentences — and one would be preferable.

What will we do?	Who will we serve?	How will we serve them?

Mission Statement:





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Step 4: Organizational Culture Statements

By creating your vision and mission, your organization has identified what it values most, or more specifically, what your team feels, thinks and believes about how your program will make a lasting impact on the students and families you serve. Based on your vision and mission, your team will now define and describe the culture your organization must adopt to accomplish your vision and mission. These describe your organization’s values. Through this process, your team will answer these and other questions:

1. *What do we need to make learning happen?*
2. *What should the learning environment look and feel like?*
3. *How should staff relate to one another, students and families?*
4. *How should staff treat one another, students and families?*
5. *How will we interact with the school day?*

Culture Statements

With your team, list values related to the questions above. Then make those into culture statements. Your values become the foundation for your organizational culture. You agree, as an organization, you will stand on these values and everything you do will be centered on those values. For example, is “respect” for all something your organization values? Does your organization believe that creating a welcoming environment is a value you embrace and want your stakeholders to experience? List those values below. With your team, select three to five words for your organization’s core values.

Example

Value: Respect

Culture Statement: Build respectful relationships with all stakeholders.

Value 1: _____; Culture Statement: _____

Value 2: _____; Culture Statement: _____

Value 3: _____; Culture Statement: _____

Value 4: _____; Culture Statement: _____

Value 5: _____; Culture Statement: _____





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Climate (Behavior) Statements

Climate describes how your organization’s values look in action. In other words, climate is what stakeholders would experience (see or feel) that tells them your organization holds a certain value. Your climate statements should describe very specifically how your staff will carry out those values. For each culture statement, have your team describe actions. See the example below and refer to this Y4Y tool: Our Way (Culture and Climate Statement).

Example

Culture Statement: We will build respectful relationships with all stakeholders.

Behavior: We never discipline a student in front of their peers.

Behavior: We honor student voice in our program design.

Behavior: We will respect the property of school-day teachers.

Behavior: We will not be late for work.

1. Culture Statement: _____

Behavior: _____

Behavior: _____

2. Culture Statement: _____

Behavior: _____

Behavior: _____

3. Culture Statement: _____

Behavior: _____

Behavior: _____

4. Culture Statement: _____

Behavior: _____

Behavior: _____

5. Culture Statement: _____

Behavior: _____

Behavior: _____

