



# Readiness Check List

- Diving in to Travelers' Philanthropy before you're ready can make problems
- Basecamp Foundation has 7 steps to readiness

## Step 1: Know the area

- takes time; be wary early on

## Step 2: Demonstrate Good Leadership

- good leadership creates and nurtures trust
- open your business to community





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## Step 3: Invest in short Corporate Social Responsibility projects

- start simple and small with clear objectives and outcomes
- set up inclusive management teams with women and youth
- demonstrates your commitment
- lets you gauge cultural dynamics not yet obvious

## Step 4: Assess the Area

- Make sure projects are need-driven, not donor-driven
- Assess the area to determine real needs
- A listening exercise
- Create a “Community Voicing Report” with aspirations and expectations
- Helps identify potential projects and avoid conflict





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## Step 5: Scan potential projects

- Identify individuals, groups or institutions
- Projects should be SMART (Specific Measurable, Attainable, Relevant and Time bound)
- result in a written report covering proposed projects

## Step 6: Develop Agreements

- get written agreements (in local language)
- Can be simple statements or complex Memoranda of Understanding
- reinforce commitments and define relationships





# Readiness Check List

## Step 7: Design a Travelers' Philanthropy program

- Build on the consultations and project documents and agreements to date
- Grounded in company and community plans
- Develop communication materials
- Guest engagement should be voluntary and not infringe on holiday time

