**CAC Development**

The following is a checklist developed by the National Children’s Alliance (NCA), which summarizes the tasks that need to be completed in establishing a Children’s Advocacy Center. The activities listed below are in the appropriate order, some will need to take place concurrently and there will be variations in each community.

* Convene a working committee or task force of key individuals
* Select leadership
* Conduct a needs assessment of the extent of the problem in the community
* Develop vision and mission statements
* Determine the CAC service population
* Gather information on various CAC models
* Select the CAC approach that best suits the community
* Develop interagency agreement and obtain agency commitment
* Determine organization structure
* Determine which services will be offered on-site or through referrals
* Select site and design or acquire space for child-appropriate facility
* Determine staffing needs and agency roles
* Multidisciplinary team protocol development
* Research potential sources of support
* Plan and implement resource development
* Development of governance Board or Advisory structure
* Develop policies and procedures for security and safe-guards. (Internal financial controls, liability insurance, conflict of interest policies, etc.)
* Volunteer recruitment, screening and training development
* Training for program staff and community
* Consider providing child abuse prevention programming
* Develop program evaluation and accountability plan