**Integrative Approach to Community Building**

**Action Plan**

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**Goal of Community Building:**

**To successfully integrate the voice, expertise, and resources of all community members to improve the health and well-being of our youth through a consistent systematic process.**

**Step 1: Identify Community Members**

**Step 2: Invite Folks**

**Step 3: Plan**

**Step 4: Integrate**

**Step 1: Identify Community Members**

**Let’s do a quick inventory:**

1. **Check all members that are currently a part of your advisory board/ workgroup:**

|  |  |
| --- | --- |
| * Youth (current, past, upcoming) * Elders * Parents or Guardians * Relatives or Caring Adults * Youth Prevention Specialist/ Services   + Clinic staff   + Health educators   + Counselors   + A & D   + Boys & Girls Clubs   + Others: * School Staff   + Superintendent   + Principals   + Teachers   + Teachers Aides   + Librarians   + Others: | * Support Staff   + Substitutes/ Volunteers   + Cleaning Staff   + Receptionists   + Kitchen Staff   + Crossing guards   + Others: * Transportation * Tribal Offices   + Officials   + Receptionists   + Others: * Communications   + Tribal Radio   + Tribal Newsletter * Allies * Cultural Department * Higher Education |
|  |  |

**Step 2: Invite Folks**

**Whose Voice is Missing?**

**Every single member of your community has expertise they can share that can strengthen youth programming and resilency skills. This can help to identify where you can fill in the gaps. Who else can you invite to the table?**

1. **How will you reach these community members?**

* Newspapers/ Tribal Newsletter
* Local or Tribal Radio Station
* Social media
* Partner Channels (e.g. School, Tribal Clinic, Boys & Girls Club, etc.)
* Tribal Grapevine
* Email
* Other ways:

**Step 3: Plan**

**Program Timeline Considerations**

**Wherever you are at in your programs timeline, it’s never too late or too early to get the community involved.**

1. **Consider how often you will meet with your community group.** 
   * Once a year
   * Twice a year
   * Three times a year
   * Quarterly
   * Before, Middle, and After programming
   * Other:
2. **What are possible locations available?**
   * Youth Center
   * School Facilities
   * Tribal Facilities
   * Elder/ Senior – Community Center
   * Other:
3. **What materials will you need to gather or make arrangements for?**
   * Tables/ Chairs
   * Sign-in Sheets
   * Agenda
   * Audio/AV equipment (e.g. projector/ screen, mic/ speakers, Internet, etc.)
   * Refreshments
   * Incentives/ Raffles/ Program Swag/ Brochures/ Flyers
   * Transportation
4. **Can you offer transportation for folks? Who can you get in touch with for help & coordination?**

**Putting it All Together!**

**A MAJOR benefit of working with community partners is to utilize and share resources. By getting everyone in a room together you can see what others are up to and how you can support and share resources with each other.**

1. **Can you co-host the event? (e.g. youth programs, school events, community events, tribal events, traditional foods department, etc.)**
2. **Who are you point of contacts for these groups?**
3. **If possible, schedule a pre-meeting to discuss ways you can collaborate and tag team this or for future meetings.**

**Agenda Template**

**Insert: Location**

**Logo (if applicable)**

**Date & Time**

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** | **Lead** |
| **Day, Date** | | |
| **5:45 PM** | **Light Refreshments Served** | **Program Coordinator** |
|  | | |
| **6:00 PM** | **Welcome & Introductions**  *(opening prayer or song)*  **Sign-in Sheets & Community Calendar – please fill out**  **Program Goals** | **Program Director/ Manager** |
| **6:10 PM** | **Program Timeline & Updates** *(For Example:*   * *Curriculum Delivery Schedule* * *Evaluation/ Fidelity Monitoring Plans)* | **Program Director/ Manager** |
| **6:30 PM** | **Why our Partnerships are Important**  **Community Feedback**  *(Make it Fun! e.g.* [*BINGO Activity*](https://www.healthynativeyouth.org/community-of-practice-sessions/) *to conduct:*   * *Community Needs Assessment* * *Satisfaction Survey* * *Program Feedback)* | **Program Manager/ Coordinator** |
| **7:15 PM** | **Closing**   * **Communication Channels** (*This is how we will communicate with you and how often. This is how you can communicate with us.)*   **Housekeeping:**   * **Transportation** * **Clean-up** * **Next Meeting** | **Program Director** |
| **7:30 PM** | **Adjourn** | |

| ***Sign-in Sheet & Community Calendar*** | | | |
| --- | --- | --- | --- |
| **Name & Role**  (e.g. Youth, Parent or Guardian, Elder, Prevention Specialist, Professional, Allies, etc.) | | **E-mail & Phone Number**  **\*Please write down any future community events you’re involved with.** | **What talents could you share?**  (e.g. traditional art/ stories, volunteer, tutoring, discussion or planning groups, prepping materials, meal prep, etc.) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

**Timeline Template - for adolescent youth initiatives and partner activities**

| **Activities** | **Specific Steps** | **Who is responsible?** | **Timeline** | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jan  202x | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan  202x |
| Quarterly Youth Stakeholder Partner Meetings | | Lead | X |  |  | X |  |  | X |  |  | X |  |  | X |
| Develop & Finalize Strategic Plan with Timeline | | Group | X | X | X |  |  |  |  |  |  |  |  |  |  |
| Implementation of Strategic Plan | | Group |  |  |  | X | X | X | X | X | X | X | X | X |  |
| Coordinated Partner Youth Activities | | Group |  |  | X |  | X | X | X | X | X |  | X | X |  |
| Communications & Press | | TBD |  | X | X | X | X | X | X | X | X | X | X | X |  |
| Quarterly  Meeting Schedule | 1. Invite/Reminders  2. Agenda/Minutes  3. Contact Lists |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Strategic Plan | 1. First Draft  2. Pass Backs  3. Finalize  4. Update |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| List of Topical Expertise | 1. Categories/Issues  2. Resources Available  3. Point of Contact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Calendar of Events | 1. School  2. Summer  3. Tribal  4. General |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication Dissemination/PR/Promotion | 1. Social Media  2. Print Media  3. Website |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training & Technical Assistance | 1. HNY CoP  2. Train The Trainer  3. Webinar/Presentations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Budget | 1.  2.  3. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Step 4: Integrate**

**Sustainability Plan**

**Whether your program has years or months left of funding, consider how you can maintain this community group. Through this process, hopefully other community partners have become a part of this grassroots process, therefore identifying who might continue this group may be evident. However, if this is not easy to identify, consider sharing the load amongst the community by co-creating a rotating community schedule for meetings.**

1. **How will you keep the community engaged?** 
   1. How will you re-engage the community group if participation rates start to drop off?
   2. Will you offer incentives? If so, what will you use; when will you give them out?
2. **How will you continue to keep your community informed about your program?**

* Newspapers/ Tribal Newsletter
* Local or Tribal Radio Station
* Social media
* Parnter Channels (e.g. School, Tribal Clinic, Boys & Girls Club, etc.)
* Tribal Grapevine
* Email Listserve
* Other ways:

1. **What are your plans for longer term program sustainability?**
2. Will you work with your organization to sustain and integrate your program as an ongoing effort?
3. Do you plan to leverage community support?
4. **If funding ends, what community partners or programs might be the best fit to head the community group? Are they willing to take the lead alone, or would they like support from another group?**