

# Neighborhood Team Planner

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(Date)

The core volunteer organizational unit is a Neighborhood Team. Neighborhood Teams are groups of volunteers that work together and are led by a Neighborhood Team Leader (NTL). The NTL and a group of 5 – 6 coordinators take responsibility for organizing a specific project and are responsible for implementing all actions (citizen contact, voter education, communication with elected officials) in that geographic area.

## **Role of a Neighborhood Team:**

As a Neighborhood Team you will be responsible for the development and implementation of activities in your area. As trained leaders you will each assume an area of responsibility within the team and ensure that the team is meeting goals laid out by your community action leader(s). As a Neighborhood Team you will be responsible for:

- Building and maintaining the organization within your neighborhood
  - Recruiting and coordinating volunteers within your neighborhood
  - Holding regular meetings where new volunteers can participate in organization activities
  - Taking on specific leadership roles and responsibilities to share the workload
- Organizing around our State or Local Agenda
  - Participating in issue and messaging trainings
  - Designing and participating in ongoing Citizen Contact efforts
  - Participating in rapid response efforts when needed
  - Meeting goals set by your community leaders or partner organizations
- Communicating & celebrating your successes
  - Taking pictures and telling stories about your events online
  - Hosting parties and other celebrations when an issue campaign is over

## **Resources Provided to Neighborhood Teams:**

Investing in our Neighborhood Teams is critical to any organization's success. We will provide multiple opportunities for Neighborhood Teams to strengthen their organizing skills through training and peer-based learning. America Votes and our partners can offer Neighborhood Teams the following:

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- Literature and materials
  - “How To” Documents
  - Flyers for events and issues
- Access to weekly New Wave Accountability conference calls and special events
  - Priorities for state and federal actions
  - Context and message points
  - Q & A from week to week
  - Keep you updated on current status of legislation
  - Provide information on upcoming activities
  - Share best practices from around the state
- Invitations to special events and meetings
  - Opportunities and connections to volunteer and partner with organizations engaging in special elections, statewide campaigns and special events
  - Statewide and regional leadership meetings
- In person trainings on
  - Current issues
  - Data collection and the VAN
  - Volunteer recruitment and organization building
  - New media
  - The press

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## General Information:

Team Name			
Team Turf			
Community Organizer		Neighborhood Team Leader	

**Team Roles:** For a team to function most effectively each member should take on a different role so that responsibilities are shared and no one member becomes overwhelmed. Every team is different and will have different roles that need to be filled. Some suggested roles/responsibilities are:

- Volunteer Coordinator – Responsible for maintaining a list of general volunteers and calling/emailing them to invite them to activities. Also, works to recruit new volunteers by representing the organization at various community events.
- Data Coordinator – Generates or coordinates with partner organization calling/walking lists for citizen contact, reports numbers after events, and enters data into VAN where necessary (training provided).
- Citizen Contact Coordinator – Leads Citizen Contact events such as canvassing and phonebanking and trains all new volunteers on how to do citizen contact.
- Resource Coordinator – Gathers resources for the group such as space to phonebank from, food and beverages for volunteers, and meeting space for larger events.
- New Media Coordinator – Creates and maintains an online presence for the group by posting events to Facebook, Twitter, OneActionNH and other blogs and online sources. Takes pictures at events and sends them to organization leaders with descriptions so that they can be shared and used to draw more attention and interest.

The roles listed above are only suggestions and can be modified/combined/changed/deleted as your team sees fit.

## Team Members:

Name	Cell Phone	Email	Role
			Volunteer Coordinator
			Data Coordinator
			Citizen Contact Coordinator
			Resource Coordinator
			Online Organizer

**Team Meetings:** It is important to maintain structure for your team as we move through various issues and activity levels so that it is easy for new people to join and regular members to plan their weeks. Ideally, meetings are held weekly and encompass and action

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into the meeting. As activities around issues intensify more meetings may be necessary and as issues become less intense you may modify meetings, however regular meetings are the heart of an effective team.

Our Team will meet on \_\_\_\_\_ (day) at \_\_\_\_\_ (time) at \_\_\_\_\_ (Coffee Shop, Someone's House, Party Office)  
\_\_\_\_\_ (location).

Additionally we will \_\_\_\_\_ have our monthly (event, e.g. service project) and occasional social get  
together! \_\_\_\_\_  
\_\_\_\_\_ (See below)

**Fun, Community, and Celebration:** All work and no play does not make for a strong organization. It is important to celebrate victories, bond through service, and generally set aside some time to have fun as a team. Use this space to brainstorm ways that you and your team can incorporate these activities into your time together.

Community Service Ideas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Celebration and Party Ideas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Fun Ideas: \_\_\_\_\_  
\_\_\_\_\_

*Credit: This document was borrowed from earlier iterations from the OFA neighborhood team worksheet*