



Education and Housing Equity Project Records.

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Steps to Success

Goal setting for sponsors

Hazy goals produce hazy results. Clearly define your goals. Write them down, make a plan for achieving them, set a deadline, visualize the results and go after them. Wishing will not bring success, but planning, persistence, and burning desire will. Success is an attitude, get yours right. It is astonishing how short a time it takes for very wonderful things to happen. —Barbara Smallwood

Meeting Place and Schedule:

- What resources do you have available either with your organization or in your community? i.e., schools, libraries, community centers, churches, businesses, etc. _____
- Whom can you contact? _____
- Preferred location, day of week, time of day: _____
- Our organization will secure (number) _____ meeting spaces and dates for 5 community circle sessions by (date) _____
- Keep these things in mind: the participants may need childcare and transportation. How are you preparing for this? Is the location able to accommodate hospitality needs?

Recruiting and Publicity:

- Where is your sphere of influence? How can you make this project known, i.e. newspapers, bulletins, personal contacts, other organizations, etc _____
- How can you achieve diversity? Race, ethnicity, age, gender, income, political ideology, etc _____
- Do you need pairing with another organization; if so, what other organizations could you pair with? _____
- Our organization will recruit (number) _____ participants by (date) _____

Administrative:

- Who is your "go to" person? Overseeing details of: registration, troubleshooting, contact with EHEP, coordinating of details, etc? _____
- Who are other individuals on the "Team" that believe in this project and will work to make it successful? _____
- Who would make a good scribe for the community circle (good listener, observer, writer and reporter)? _____
- If you know of an experienced, professional moderator or facilitator, please contact us.

Questions:

Please keep record of your questions throughout the morning, and we will take time to answer them at the conclusion of the session, or following the session.