



Neighborhood Conservation Club Planning Guide

This worksheet will help you form your Neighborhood Conservation Club and answer some critical questions as you get started.

Things to do Before you Meet

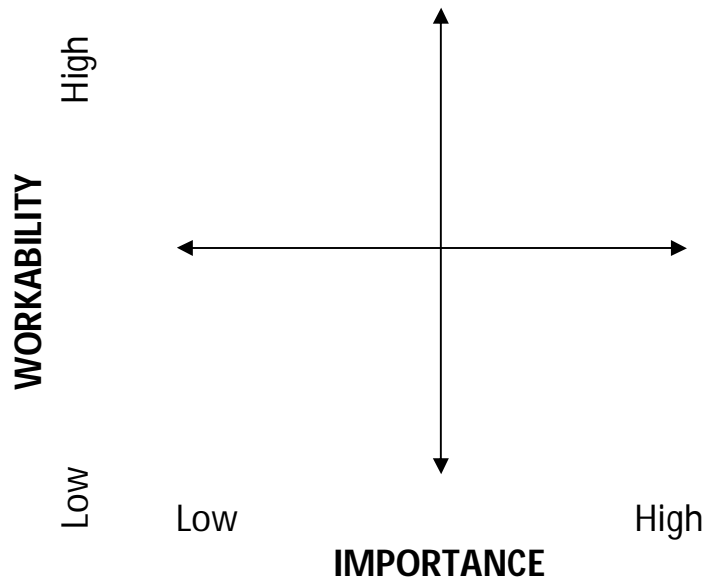
- ✓ **Set a date and time for meeting.** Consider hosting a potluck or just a simple gathering on the porch.
- ✓ **Advertise the meeting to your neighbors or friends.** Use the provided flyer, knock on a few doors or make some calls.
- ✓ **Plan meeting location and set-up in a way to foster discussion.** Set up a circle of chairs, provide snacks if you're not doing dinner and use a space with limited distractions.
- ✓ **Gather meeting materials.** Contact AERO to get extra name tags, copies of the *Energy Savers Guidebook*, and supplemental materials.

Questions to Guide your First Meeting

Designate a note-taker to keep track of participants' responses on large sheets of paper where your NCC members can see their responses.

1. **Brief introductions:** What's your name, where do you live, why are you at the meeting?
2. **Icebreaker:** Use the "NCC Group Profile Exercise" worksheet to identify individual and group leadership characteristics. This group exercise will help you to develop a profile of individual and group *experiences and accomplishments* relevant to your NCC.
3. **Identify Neighborhood / Community Values & Assets:** Conduct a small-group brainstorm exercise to explore common values and community assets. Use these questions to facilitate the process:
 - a. What are the *common values* in our neighborhood / community? (i.e. access to open space / green space, safe neighborhoods)
 - b. What *assets* do we have in our neighborhood / community? What is *working well*? (i.e. organizations, people, facilities, land, money)
 - c. What *major issues* are affecting our neighborhood / community? (i.e. high energy costs, too much traffic, poor access to healthy local food, poor job market)
4. **Creating a Vision:** Conduct a group dialogue based on the major issues you identified.
 - a. What *trends* do we see in the next 10 years? (i.e. less open space, rising energy costs, water scarcity, declining population)
 - b. What *vision* do we share for our neighborhood / community? (Identify *key words* that describe your desired future.)
 - c. What *role* could our NCC have in addressing these trends / issues? What will our NCC do? (Brainstorm ideas and keep track of them!)

5. **Chart your project ideas on the Workability/Importance graph shown below.** Place a number for each project on the graph according to your perceived level of *importance* (how critical is this project?) and *workability* (how easy will it be?).



Final Steps

- ✓ **List the top 3 project priorities with a realistic timeline for each goal.**
 - 1.
 - 2.
 - 3.
- ✓ **Logistics:** don't leave your first meeting without taking these three final steps.
 1. **When/How Often/Where** will your NCC meet? What meeting format and timing works for participants? Work parties, discussions, monthly meetings, quarterly projects, potlucks, rotate hosts, meet at public places?
 2. **Brainstorm names** for your NCC!
 3. **Sign up.** Designate a **Contact Person** and/or **Facilitator** who will send names, phone numbers, addresses and emails of NCC participants to AERO. From AERO you will receive notice of relevant tours, seminars or meetings. Design an internal communication strategy for your NCC (phone tree, email list, etc.).

For more energy-saving tips, visit the NCC website at www.aeromt.org/ncc.php

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