

# SESSION 1

## IDENTIFYING ASSETS FOR ACTION STEPS



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# IDENTIFYING ASSETS FOR ACTION STEPS



## Session Overview

### Session Summary

In this session, participants will review their organization's action plan to determine their need for involving others to accomplish their goals. This process will involve reviewing the objectives and action steps to determine which actions can be accomplished by the organization and which ones will require the involvement of others.

Participants will further examine action steps to identify what is needed from others in terms of characteristics, skills, talents, expertise, time, and financial and other resources. They will then identify assets in their communities – the individuals, organizations, businesses and institutions, etc. – within or outside of their communities that can assist their organization in reaching its goals.

### Objectives

At the end of Session 1, participants will have:

1. identified the action steps that the organization can take on without the involvement of others
2. identified the action steps for which the organization will require the involvement of others
3. identified their organization's needs (i.e., characteristics, capabilities, resources, etc.) to complete the action steps
4. identified assets in their communities (individuals, organizations, businesses, institutions, etc.) that can provide resources for implementing the action steps

## Opening the Session

Review

Bridge

Introduction

## Skill Work

1. Identify organizational and community assets for your action steps.  
Strategy: questions and answers, group discussion
2. Identify individuals as assets of communities.  
Strategy: question and answers, group discussion
3. Identify organizations and associations as assets of communities.  
Strategy: questions and answers, group discussion
4. Identify local institutions as assets of communities.  
Strategy: questions and answers, group discussion

## Follow-Through

What do you and other assets need to know for taking action?  
Strategy: questions and answers, group discussion

## Closing the Session

Review: What are assets of communities that can help with action steps?  
Preview: Seek other assets that can help you to take action.

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## Materials Needed

You will need some items for this session:

- training guide for Session 1
- Tool Kit 1.1 – “Types of Community Assets“ copies
- Tool Kit 1.2 – “Individual Assets” copies and transparency
- Tool Kit 1.3 – “Sample Individual Capacity Inventory” copies
- Tool Kit 1.4 – “A Community Map of Organizations and Associations” copies and transparency
- Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
- Flip Chart 2 – “(Your Organization)’s Individual Assets”
- Flip Chart 3 – “(Your) Community’s Organizations/Associations”
- Flip Chart 4 – “Institutions of Communities To Address (Your) Needs, Part 1”
- Flip Chart 5 – “Institutions of Communities To Address (Your) Needs, Part 2”
- Flip Chart 6 – “Things To Know”
- Action plan for the organization developed in the program *Refining Your Organization’s Vision and Goals*
- 3 or 4 copies of local telephone books, newspapers and organization directories
- overhead projector, screen/blank wall, flip chart pads, easel/stand, markers, masking tape

## Things To Do before the Session

1. Send a note to remind participants of the training session and ask them to bring copies of the organization’s action plan.
2. Make copies of all tool kits, as noted in the materials section, for each participant.
3. Prepare flip charts, as noted in the materials section, in advance of the session. Some will require extra pages.
4. Review the session before the actual session is to take place. Check to be sure that all materials are developed.



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# Opening the Session

## Review

Ask volunteers to share their progress in accomplishing their fundraising goals. You may want to ask them:

- **How far are you in your fundraising?**
- **What successes have you had?**
- **Have you had any challenges? If yes, how have you dealt with them?**
- **Have you shared your fundraising strategies with others in your organization? If yes, what have been their reactions?**

## Bridge

**Your organization now has a plan for securing funds and using various types of fundraising. You chose these types based on your organization's needs in the areas of operations, capital improvements, and programs or special projects to implement your action steps. You will now look at your organization's human, financial and in-kind resources for your action steps.**

## Introduction

**In your plan, you identified action steps to achieve objectives to reach goals of your organization. A review of your action plan will enable you to answer certain questions concerning whether your organization has all of the resources needed to carry out the actions of the plan alone, or whether you will need others to implement the action steps.**

**You will identify what you will need from others and who might provide what is needed. Organizations form working relationships because there are some actions that they want to take and they realize that certain human and other resources are needed that are not present in their own organizations.**

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# Skill Work

## 1. Identify organizational and community assets for your action steps.

### Purpose

Let's examine your action plan to determine the action steps that your organization can achieve alone and the action steps that will require the involvement of others in the community.

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### STRATEGIES AND MATERIALS

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**Strategies:** questions and answers, group discussion

**Materials Checklist:**

- Action Plan for your organization developed in Part 3 Session 5
  - Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
  - flip chart paper and stand, assorted markers, wall tape
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### Directions

1. Distribute copies of the action steps for achieving all the objectives toward each goal in the organization's action plan.
2. Post Flip Chart 1 – “Resources for (Your Organization)’s Action Steps.”

**NOTE TO CO-FACILITATOR:**

For Flip Chart 1, you should prepare a flip chart page for each of the goals in the action plan for the organization.

RESOURCES FOR (YOUR ORGANIZATION)'S ACTION STEPS				
Goal # __: _____				
Objective: _____				
ACTION STEP	(YOUR ORGANIZATION)'S CAPACITY		NEED TO INVOLVE OTHERS	
	Human Resources	Other Resources	Human Resources	Other Resources

Flip Chart 1

3. Explain

Let's look carefully at what is specifically needed under human and other resources. Note that Human Resources refers to the characteristics, skills and education needed to complete the action step and who will actually do it. Other resources refers to facilities, materials, information and access to funding.

The action steps may suggest that you need certain resources that include both human resources (such as people's age, gender, expertise, skills, educational background, manpower, etc.). For example, your organization may need people who have strong leadership skills or abilities to work with young children, youth or the elderly. You may need people from certain occupations such as city planners, grant proposal writers, attorneys or educators. There are other resources in addition to these human resources. Such resources can include facilities, physical space, materials, information, products, services and access to funding.

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4. Ask a volunteer to record the goal and objective in the appropriate space on Flip Chart 1.
  5. Ask a volunteer to read each action step of the first objective of Goal 1 to the group and to record the responses to the following questions in the appropriate column.

- **Does your organization have the capacity to implement this action step? To answer this question, identify the resources (human and other kinds) that are needed.**

**If your organization does not have the capacity to implement the action step, go to the column *Need to Involve Others*.**

- **What kinds of human resources are needed from others?**
- **What other kinds of resources are needed from others?**

**NOTE TO CO-FACILITATOR:**

Repeat this process using another flip chart page until you have listed all of the action steps for each of the objectives of each goal in the organization's action plan.

6. Review and summarize the information on the flip charts.

## Summary

**In this exercise, you identified what is needed for your organization to implement its action steps. It was important to first examine your own organization to determine if you have the resources to carry out action steps. As you went through this process, you identified which action steps will require the involvement of others.**

**Next, you will focus on whom those others might be in the communities your organization serves. These others are considered assets and include individuals, organizations and institutions that can provide the resources to carry out the action steps for reaching the goals of your organization.**

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## 2. Identify individuals as assets of communities.

### Purpose

There are many assets in communities, including some that you already have involved in your organization. These assets are a good starting point as you identify ones that can possibly provide what is needed to assist you with the action steps.

Now, let's begin to think about some of the individuals residing in the communities that your organization serves who are assets and who may provide the skills, talents and abilities you need.

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### STRATEGIES AND MATERIALS

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**Strategies:** questions and answers, group discussion

**Materials Checklist:**

- Tool Kit 1.1 – “Types of Community Assets” copies
  - Tool Kit 1.2 – “Individual Assets” copies and transparency
  - Tool Kit 1.3 – “Individual Capacity Inventory” copies
  - Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
  - Flip Chart 2 – “(Your Organization)’s Individual Assets”
  - easel, flip chart, overhead projector, screen or blank wall, markers, tape
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### Directions

1. If not already posted, post Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
2. Distribute Tool Kit 1.1 – “Types of Community Assets.” Review individual assets information from the tool kit.
3. Distribute Tool Kit 1.2 – “Individual Assets.”
4. Place a transparency of Tool Kit 1.2 on the projector. Explain in these, or your own, words:

**If you were to take an inventory of individual assets within communities of your county, you would soon discover a broad array of individual talents, skills and abilities that could be used to carry out the action steps in your organizational plan.**

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**For example, you may identify skills that individuals possess that they learned at home, at work, from business experiences or from being involved in their community. These skills include special talents, life experiences, hobbies, or those things that interest or motivate these individuals. It may also include the skills or experiences that they gained from operating their own businesses, such as barbershops, beauty shops, grocery stores, laundromats and other businesses. Or it may include home-based businesses such as catering or cooking services, tailoring, typing, cleaning, and child or elderly care services.**

**To help you determine what individual assets exist in your communities, you can use an instrument or tool such as an “Individual Capacity Inventory” (adapted from *Building Communities from the Inside Out*). The inventory should be based on the information you want to collect about individual assets.**

**Since, you are concentrating on the action steps that you identified previously, your inventory should focus on capacities that will assist you in achieving these actions steps. However, you may also identify other skills, talents and abilities of individual assets that could be valuable to your organization in the future.**

**To get you started we will review a sample of a capacity inventory that your organization can use directly or as a guide if you need to develop one that better fits your purposes.**

5. Distribute copies of Tool Kit 1.3 – “Individual Capacity Inventory” to each participant.
6. Ask the participants to review the Tool Kit 1.3 and to complete it based on the skills they possess.
7. Refer the group to Flip Chart 1 – “Resources for (Your Organization)’s Action Steps” from the previous skill work. Next to the flip chart sheets, post Flip Chart 2 – “(Your Organization)’s Individual Assets” as shown on the following page.

<b>(YOUR ORGANIZATION)'S INDIVIDUAL ASSETS</b>		
<b>ACTION STEP</b>	<b>SKILLS, TALENTS, ABILITIES</b>	<b>WAYS TO CARRY OUT</b>
1.		
2.		
3.		
4.		
5.		

Flip Chart 2

8. Lead the group in a discussion by asking the following questions, and ask a volunteer to record the responses on Flip Chart 2

- **What individual skills, talents and/or abilities did you identify that may be used to carry out the action steps?**
- **What ways can these skills be used to carry out the action steps?**

9. Repeat these two questions for some or all of the action steps and summarize the responses.

10. Explain in these, or in your own, words:

**As you have seen, many skills, talents and abilities exist among this group. It is important for your organization to assess the assets of citizens that reside in the communities you serve. This will provide your organization with knowledge about the skills, talents and/or abilities existing within communities that can be used to carry out its action steps and achieve its objectives.**

## Summary

**The skills, talents or abilities that you have just identified within your group are just a few of the individual assets that exist in communities you serve. By identifying the skills, abilities and talents of other individuals, you will learn about the many different assets that can assist your organization in accomplishing its mission and reaching its vision.**

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Using the talents and skills of individual citizens as assets that contribute to the development of their own communities will encourage them to feel empowered.

In the next activity you will begin to identify local organizations that you may connect with to assist you in carrying out the action steps.

### 3. Identify organizations and associations as assets of communities.

#### Purpose

Many organizations and associations exist within communities that you may not realize can be used as assets for your organization. These organizations may vary from being very formal with elected officers and paid staff to organizations that are very informal with no officers or formal membership.

We will now begin to identify local organizations that can be assets with which your organization may connect to assist you in carrying out the action steps.

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#### STRATEGIES AND MATERIALS

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**Strategies:** questions and answers, group discussion

**Materials Checklist:**

- Tool Kit 1.1 – “Types of Community Assets” copies
  - Tool Kit 1.4 – “A Community Map of Organizations and Associations” copies and transparency
  - Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
  - Flip Chart 3 – “(Your) Community’s Organizations/Associations”
  - 3 or 4 of each: local telephone books, local newspapers, organizational directories
  - flip chart, stand, newspaper print, assorted markers, masking tape, overhead projector
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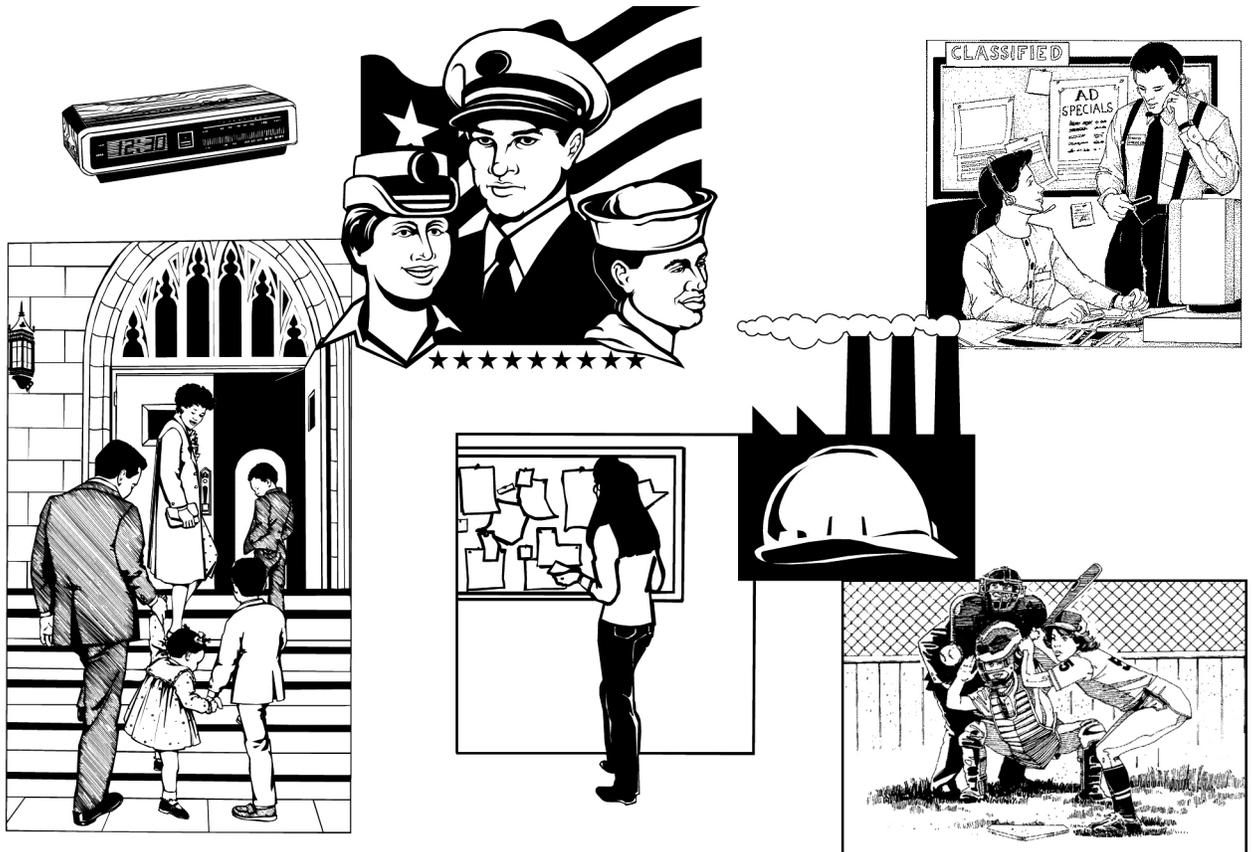
#### Directions

1. If not already posted, post Flip Chart 1 – “Resources for (Your Organization)’s Action Steps” from the previous activity.
2. Refer to Tool Kit 1.1 – “Types of Community Assets.” Review organizations and associations information from the tool kit.

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3. Distribute and allow the group time to silently review Tool Kit 1.4 – “A Community Map of Organizations and Associations.”
  4. Place a transparency of Tool Kit 1.4 on the projector - “A Community Map of Organizations and Associations (*adapted from Building Communities from the Inside Out*).
  5. Explain in these, or your own, words:

**The Community Map shows examples of the various types of organizations, both formal and informal, that may be found in your communities. As you can see, these organizational assets are comprised of business associations such as the chambers of commerce, unions, business leagues and trade groups, as well as cultural organizations or ethnic associations that help people celebrate their heritage and traditions. Also included are the local media, which may consist of community radio and newspapers or newsletters, flyers or bulletin boards that keep community citizens up-to-date on local events.**

**Citizens’ associations are also listed. These include clubs or neighborhood associations such as women’s groups, card clubs, athletic clubs or leagues, artistic groups, veteran groups, etc. Churches have often been an asset to communities, and when trying to mobilize community support or resources, organizations or groups within the church might assist you with your community efforts.**



**Varies types of organizations, formal and informal, and ranging from radio and newspapers to churches, sports teams, trade unions, and the military can be found in communities.**

Many of you may even be affiliated with several of the examples of organizations indicated in this tool kit. When you identify organizations that may be assets and combine them with the individual skills and talents of citizens in communities, many opportunities can be explored to carry out the action steps.

For example, if one of your action steps is to address the lack of preschool programs, your organization may decide to partner with a local child care organization and develop programs or initiatives to address developing preschool programs for children.

**You will now take an inventory of the various organizations and associations that exist in your county with which your organization can connect to carry out the action steps. This will involve listing the various organizations that you belong to and/or are familiar with in communities. Then, you will refer to secondary data sources such as the yellow pages of your local telephone book and your local newspaper to further identify organizations that exist in your communities.**

**You may discover from reviewing these secondary data sources that there are other organizations you are not familiar with and that you may consider connecting with to assist you in carrying out the action steps of your organization.**

6. Next to Flip Chart 1 – “Resources for (Your Organization)’s Action Steps,” post Flip Chart 3, titled “(Your) Community’s Organizations/Associations.”

<b>(YOUR) COMMUNITY’S ORGANIZATIONS/ASSOCIATIONS</b>			
<b>ACTION STEP</b>	<b>FAMILIAR ORGANIZATIONS</b>	<b>OTHER ORGANIZATIONS</b>	<b>HOW ASSETS ARE TO BE USED</b>

Flip Chart 3

7. Divide the group into three or four groups. Assign each group an action step. Distribute a local telephone book, organizational directories and newspapers to each group.

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8. Ask each group to refer to the posted flip charts and discuss the following questions. Record responses on Flip Chart 3 next to the assigned action step.
    - **What organizations/associations do you belong to or are you familiar with in your county that could be assets for your action steps?**
    - **What other organizations/associations did you discover in the local telephone book and newspaper that might assist your organization?**
    - **How can these assets be used to carry out action steps?**
  9. Have the groups come back together and discuss their responses. After the discussion, have the group make a combined list of organizations to remove any duplication.
  10. Explain to the group:

**In this exercise you identified organizations and associations in your communities that can be used as assets. It is important to identify regional and national organizations/associations that could also be assets for your organization. Some examples of these kinds of organizations are listed on Tool Kit 1.1.**

**What are some regional and national organizations/associations that could be assets for your organization?**
  11. Summarize the information from Flip Chart 3.

## Summary

**Many of you may be surprised at the number of local organizations that you have identified in your communities. These organizations, whether formal or informal, and regardless of their membership size, may be very instrumental in assisting your organization to take action to achieve objectives toward goals. You also identified regional and national organizations/associations outside of your community for your action steps. In the next exercise, you will begin to identify the assets of local institutions that may also be available to assist you in carrying out the action steps of the organization.**

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## 4. Identify local institutions as assets of communities.

### Purpose

In addition to the individual and organizational assets you have discussed previously, the assets of institutions also represent a large concentration of resources that make up the asset base of communities. These assets include public institutions such as schools, community colleges, libraries, parks, police and fire stations; nonprofit institutions such as hospitals and social service agencies; financial institutions such as banks, credit unions and savings and loan associations; and local businesses.

While some communities may not have as many institutions as others, all communities have some type of public and nonprofit institutions such as schools, parks, libraries, hospitals or police stations that are visible assets.

Now let's begin to identify the local institutions with which your organization can connect to assist in carrying out the action steps.

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### STRATEGIES AND MATERIALS

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**Strategies:** question and answers, group discussion

**Materials Checklist:**

- Tool Kit 1.1 – “Types of Community Assets” copies
  - Flip Chart 1 – “Resources for (Your Organization)’s Action Steps”
  - Flip Chart 2 – “(Your Organization)’s Individual Assets”
  - Flip Chart 4 – “Institutions of Communities To Address (Your) Needs, Part 1”
  - Flip Chart 5 – “Institutions of Communities To Address (Your) Needs, Part 2”
  - flip chart paper and stand, newspaper print, assorted markers, masking tape
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## Directions

1. If not already posted, post Flip Chart 1 – “Resources for (Your Organization)’s Action Steps” from the previous activity.
2. Refer the group to Tool Kit 1.1 and review institutional assets and business assets from the tool kit.
3. Next to Flip Chart 2, post Flip Chart 4 – “Institutions of Communities To Address (Your) Needs, Part 1.”

### **INSTITUTIONS OF COMMUNITIES TO ADDRESS (YOUR) NEEDS, PART 1**

1. **Parks**
2. **Libraries**
3. **Social Service Agencies**
4. **Police stations**
5. **Fire Stations**
6. **Hospitals**
7. **Public and Private Schools**
8. **Community Colleges**
9. **Local Businesses**

Flip Chart 4

4. Explain in these, or your own, words:

**Many of the institutions found within communities provide some type of services to local residents and the community as a whole, and these assets may be available to assist you in carrying out the action steps of your organization.**

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**For example, hospitals and health care facilities may support community involvement and development relative to health needs of community citizens. Social service agencies that focus on delivering services to community citizens to promote social change may also assist in addressing teen pregnancy and child welfare issues.**

**Are you familiar with these types of organizations in your community?**

5. Continue the discussion by saying to the group:

**The public schools may also provide appropriate training and education to help people of all ages improve the quality of community life. Libraries may assist with collecting and sharing information and public opinion.**

**Police officers, public defenders, detectives, ambulance drivers and firefighters may provide protection, safety and legal support to improve community life. Public parks may serve as the settings for public forums, rallies and speeches as a symbol of community commitment to community improvement.**

**Additionally, banks, credit unions, and savings and loan associations are also valuable resources that may pool and invest local funding for community improvement. Local businesses run by citizens in the community can serve as valuable resources that support community improvement.**

6. Ask the group to review the categories of institutions on Flip Chart 4 and identify which ones are present within their communities or counties. Place a check mark beside each category represented.
7. Ask the group to give the names or location of each institution. Write the responses under each institution. For example under *Hospitals* you may write *Southside Hospital*.

8. Explain in your own words:

**As you remember from the previous exercise with organizations and associations, it is important to identify regional and national institutions and businesses that could be assets for your organization. Some examples are college and university systems, hospital and health care systems, and corporations or businesses with local offices or stores.**

**Can you think of any regional or national institutions or businesses to use as assets?**

9. Ask a volunteer to add any responses to Flip Chart 4.

10. Post Flip Chart 5 – “Institutions of Communities for (Your) Action Steps, Part 2” next to Flip Chart 4.

<b>INSTITUTIONS OF COMMUNITIES FOR (YOUR) ACTION STEPS, PART 2</b>		
<b>ACTION STEP</b>	<b>INSTITUTIONS AS ASSETS</b>	<b>HOW THEY ARE USED</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

Flip Chart 5

11. Have the group refer to Flip Chart 1 – “Resources for (Your Organization)’s Action Steps” and Flip Chart 4 to discuss the following questions. Record responses on Flip Chart 5.

- **What institutions may be used as assets to carry out the action steps of the organization?**
- **How can these assets be used to carry out the action steps?**

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12. Repeat the questions for all of the action steps.
  13. Summarize the responses from the flip chart pages.

## Summary

**You have just identified the local institutions with whom your organization may connect to assist it in carrying out action steps. You also identified regional and national institutions that might help with your action steps.**

**These assets are just as important as the individual and organizational assets that you previously identified. When the assets of individuals, organizations and institutions are combined, this provides an even stronger support base for carrying out your action steps.**

# Follow-Through

## What do you and other assets need to know for taking action?

### Purpose

You have begun a process for identifying the assets you would like to assist with your organization's action steps. You will need to know more about the assets, and before they agree to work with you, they will probably want to know more about your organization.

### Directions

1. Post Flip Chart 6 – “Things to Know.”

THINGS TO KNOW			
ABOUT OUR ORGANIZATION	WHERE TO GET INFORMATION	ABOUT THE ASSETS	WHERE TO GET INFORMATION

Flip Chart 6

2. Explain to the group:

You will now identify some of the things you think the assets may want to know about your organization. Also, you need to identify where you might be able to get the information before the next session. Plus, you will identify what you want to know about the assets and where you might obtain the information.

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3. Ask a volunteer from the group to record the responses to the following questions under the appropriate columns.
    - **What do you want the assets to know about your organization?**
    - **Where do you think you can locate this information?**
    - **What information do you want to know about the assets?**
    - **What are ways we can request the information from other assets?**
  4. Review the information on Flip Chart 6 and ask for a few volunteers to be responsible for bringing the information about the organization to the next session.
  5. Ask for some volunteers to obtain the needed information about community assets and bring it to the next session.

## Summary

**You have reviewed what information you think assets will want to know about your organization, as well as what you might wish to know about the assets. You have also discussed where to obtain this information and who will be responsible for bringing the information to your next session. This process will allow you to prepare to meet with assets and to ask and answer questions.**

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# Closing the Session

## Review

1. Have the group to do a Go-Around:

**To close this session, I would like for each of you to tell of some things you learned or found interesting in this session. You may want to comment on what you learned and how the information you learned can help your organization.**

2. Ask these types of questions if the group needs guidance:

- **What are some assets that can contribute to your organization's action steps?**
- **What do you think they can provide to address your needs?**

3. Emphasize to participants:

**Reviewing your action steps can help to identify your reasons for involving others so you can make the best choices among the many assets that exist in your community.**

4. Read this summary, or explain in your own words:

**In this session, you reviewed your organizational plan to determine your needs for involving others. You identified individuals, organizations and associations, as well as institutions that might serve as assets. You also determined what information about your organization you might wish to share with these assets, what information you might want to know about assets, and where to obtain the information you need.**

## Preview

**In the next session, you will collect information about the assets and identify possible working relationships. Also, you will plan and convene a meeting to share information. You will develop an agenda for the meeting and make decisions about sharing information about your organization with assets. Finally, you and the assets will decide whether you can work together on certain action steps to achieve goals.**

# Tool Kits

## Tool Kit 1.1

### TYPES OF COMMUNITY ASSETS

Community Assets	Characteristics/Capabilities
<p><b>Individual Assets</b> Individual assets are organized more by need than by type. All individuals do not have the same knowledge, interests or skills. However, you might need a certain type of individual based on certain factors about the individual and your needs.</p>	<p>Personal characteristics – gender, age, race, etc. Skills – planner, developer, public relations Special interests – issues, politics, religion Level of community involvement Level of volunteerism Status in the community – leader, politician, official, etc.</p>
<p><b>Organization or Association Assets</b> All groups of organized people, all agencies, all community groups are not the same. Other assets available to organizations – that may or may not have a local connection – can also provide resources for your organization.</p>	<p>Service, social, religious, educational, issue organizations, local/state government, neighborhood/block clubs, and business associations Foundations (regional/national) Other national associations/organizations Federal governmental agencies</p>
<p><b>Business Assets</b></p>	<p>Local (homegrown) businesses Regional/National businesses located in communities</p>
<p><b>Institutional Assets</b></p>	<p>Hospitals and health care facilities Land-grant university systems Private and public colleges and universities</p>

## **INDIVIDUAL ASSETS**

### **Individual Skills**

- **Learned at home**
- **Learned at work**
- **Learned in the community**

### **Business Experience Skills**

- **Skills learned while starting a business**
- **Skills learned from operating a business**

## SAMPLE INDIVIDUAL CAPACITY INVENTORY

SKILLS	YES	SKILLS	YES
<b>HEALTH SERVICES</b>		<b>CONSTRUCTION AND REPAIR SERVICES</b>	
Caring for the Elderly		Painting	
Caring for the Sick		Wall Papering	
Caring for Disabled		Knocking Out Walls	
<b>TYPE OF CAREGIVING PROVIDED</b>		Bricklaying and Masonry	
Bathing		Plumbing Repairs	
Feeding		Electrical/Wiring	
Preparing Meals		Tile Work	
Exercising/Escorting		Repairing Locks	
Grooming		Plastering	
Dressing		Putting on Siding	
Transporting		Installing Windows	
<b>CHILD CARE SERVICES</b>		Roofing Repair and Installation	
Caring for Babies (less than 1 year)		Heating and Cooling System Installation	
Caring for Children (1 to 6 years old)		Soldering and Welding	
Caring for Children (7 to 13 years old)		Installing Floor Coverings	
Taking Children on Field Trips		Concrete Work (Sidewalk/Driveway)	
<b>TRANSPORTATION SERVICES</b>		Installing Drywall and Taping	
Driving a Car		Installing Insulation	
Driving a Van		Carpentry	
Driving a Bus		<b>MAINTENANCE</b>	
Driving a Taxi		Window Washing	
Driving a Tractor Trailer		Washing/Cleaning Carpets/Rugs	
Driving a Commercial Truck		Floor Waxing or Mopping	
Driving a Vehicle to Deliver Goods		Pruning Trees and Shrubbery	
Hauling		Mowing Lawns	
Operating Farm Equipment		Planting and Caring for Gardens	
		Fixing Leaky Faucets	
		Caulking	



## **A COMMUNITY MAP OF ORGANIZATIONS AND ASSOCIATIONS**

<b>Artistic Organizations</b>	musical, theatrical, writing
<b>Business Organizations</b>	Chambers of Commerce, neighborhood business associations, trade groups
<b>Charitable Groups &amp; Drives:</b>	Red Cross, Cancer Society, and United Way
<b>Church Groups</b>	service, prayer, maintenance, stewardship, youth, and seniors
<b>Civic Events</b>	July 4 <sup>th</sup> , art fair, Halloween
<b>Community Support Groups</b>	nursing home auxiliary, Friends of the Library
<b>Collectors Groups</b>	stamps, coins, antiques
<b>Elderly Groups</b>	Senior Citizens, AARP
<b>Ethnic Associations</b>	Black Heritage Club, NAACP, and Sons of Norway
<b>Health and Fitness Groups</b>	jogging, exercise, Tae Bo
<b>Interest Clubs</b>	recycling, book groups, crafts
<b>Local Media</b>	community radio and newspaper, local access cable TV
<b>Men's Groups</b>	cultural, political, social, educational, and vocational
<b>Mutual Support (Self-Help)</b>	Alcoholics Anonymous, Habitat for Humanity
<b>Neighborhood</b>	crime watch, block clubs, neighborhood organizations
<b>Outdoor Groups</b>	garden clubs, conservation clubs, and hiking
<b>Political Organizations</b>	Democrats, Republicans, and Caucuses
<b>School Groups</b>	printing club, PTA, child care
<b>Service Clubs</b>	Kiwanis, Rotary, fraternities, sororities
<b>Social Cause Groups</b>	peace, rights, advocacy, service
<b>Sports Leagues</b>	bowling, basketball, baseball, fishing, soccer
<b>Study Groups</b>	literary clubs, bible study groups
<b>Veteran Groups</b>	American Legion, Am Vets, and Veterans of Foreign Wars
<b>Women's Groups</b>	cultural, political, social, educational, and vocational
<b>Youth Groups</b>	Future Farmers, 4-H, Scouts, and YMCA/YWCA