

SAMPLE WORKSHEETS

Referenced in both the

Team Handbook

and

Guidelines for Team Coordinator

Sample Worksheet # 1 *Preparation for Organizing Meeting*

Prior to your first meeting send info to all who are expected to be present ~ that expresses the purpose of the meeting:

(Something like . . .) “Through informal conversations, it seems that each of us has a strong interest in _____. The purpose of this meeting is to explore that interest and to determine if there is a shared vision that calls to each of us as a worthwhile Project that would benefit our community.”

In preparation for the meeting, please write out your responses to these questions and bring with you.

- In your own words, what is it you want to help create?
- Why is this important to you?
- Are you interested in being a part of a Steering Committee guiding such a Project?
- What strengths do you bring to being a part of such a group?
- What do you hope to get out of being a part of this Project?

Sample Worksheet # 2 Who is “WE” ?

Using the Red Velvet Bag

It isn't always easy to express what we are thinking or feeling as we come together around a new Project. This activity is a fun way to do this.

- Pass the Velvet Bag around the circle and ask each person to reach in and draw out a single object.
- When each person has an object, invite each one to describe how this object in some way reflects their interest in this Project.
 - Comments might sound something like this:
 - The many colors on this piece of fabric represents to me the different gifts we each bring to this Project.
 - The smoothness of this stone suggests my hope that we will learn to work together in ways that makes this Project fun and smooth.
 - This shell suggests to me that there is much “internal” work or “behind the scenes” work we will need to do together in order to create the beauty that is present to those who come to participate in the final outcome.
 - The lines on this piece of wood remind me of the many networks we can bring together to support this Project.

Sample Worksheet # 5 *Preparation for Meeting to articulate our purpose*

- Prep for meeting: **Sample Worksheet #5**
 - Create a 3 sentence description of your project,
 - And a short paragraph describing the purpose and the benefits you expect it will provide
 - Bring a sketch, picture or symbol that seems to communicate the intention of the Project.

Sample Worksheet # 6 ***Preparation for Meeting to plan a
“Reality Check”***

In preparation for our next meeting, please do two things:

- Reflect on the statement of the purpose we generated at our last meeting; and also about the symbols that were suggested. Do these seem to reflect the essence of the Project

- Think of your Project as it relates to the community.
 - Who demonstrates compassion for the community as a whole?
 - Who is trusted in the community?
 - Whose opinion is valued?
 - Who is likely to see the benefits of this Project to the community?
 - Whose wisdom about moving this Project ahead would you most appreciate hearing?

Sample Worksheet #7 *Questions for Our “Reality Check” Conversations*

1.
2.
3.
4.
5. May I check in with you again as our Project unfolds?

Individuals I will contact: _____

Sample Worksheet # 8 *Integrating Community input*

In preparation for our next meeting, you have important work to do!

Schedule an appointment with each of the individuals you committed to meet with. Record your meeting time and location here:

Community Leader	Your name	Date	Time	Location

Synthesize your notes from the meeting and prepare to share important comments, questions or suggestions made by your Community Leader with your team.

Staple your notes (that reflect responses to each question – Sample Worksheet # 7 Questions for Conversations), and this 2 page schedule and synthesis together for each of the individuals with whom you had a conversation. These should be left with the Team Communicator at your next meeting.

Include what you consider important comments, questions and suggestions.
This insight from your community leader will be valuable in planning the rest of
your Project.

Synthesis of my Conversation # 1

Name: _____

Synthesis of my Conversation # 2

Name: _____

Sample Worksheet # 9 Action Plan

Prior to the next meeting begin to fill in the tasks that need to be accomplished in order to reach our Shared Practical Vision. Sequence them as you think they need to be completed. (This assumes an Event. If your project is not an Event, obviously some of the tasks will be different.) This is a beginning list – to start your thinking

TASK	Who	By When	Resources Needed	
Venue				
 Date				
Resources/Funding				
Budget				
Publicity				
Food				
Design of Event				
Music				
Transportation				
????				
????				