

Neighbor-to-Neighbor Partner Orientation/Training

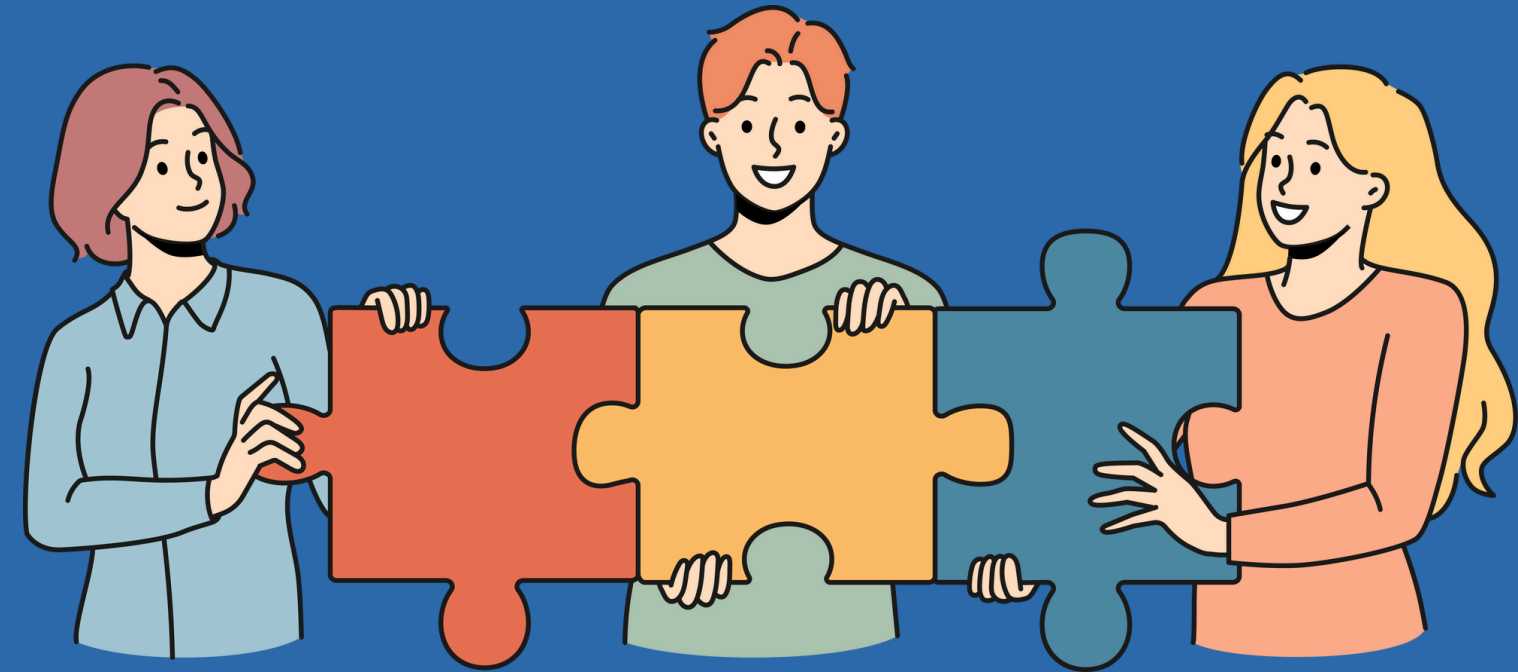


**Neighbor
to Neighbor**



Agenda

1. Introductions
2. Neighbor-to-Neighbor Grant Goals
3. Organization Requirements
4. Organization Profiles
5. Event Criteria
6. Event Forms
7. Golden Volunteer and Event Registration
8. California Volunteers
9. Post Event Reporting
10. Event Planning Timelines
11. Branding + Social Media
12. Finances
13. Event Safety
14. Questions and Brainstorm



Let's Watch a Quick Video!



cv Who We Are: Neighbor-to-Neighbor, a California Volunteers Network. Share

It takes a neighborhood

Neighbor to Neighbor

Watch on YouTube

HELLO
MY NAME IS

Kristen Dehart
Kristi Sweeney
Sophia Munoz-Oliverez
Dan Efseaff



What is one thing you do to be a good neighbor?

Write it in the chat!

Neighbor to Neighbor Grant Goals

Overall Key Grant Outcome:

Participants feel improved sense of social connection/belonging and volunteer stewardship in their neighborhoods.

Key Goals of the Program:

- Cultivating Social Connection
- Increase Volunteer Participation
- Improve Social Bonds and Interactions
- Create a Shared Understanding
- Implementing Evidence Based Practices

Organization Requirements

Organizations approved for funding will be required to provide:

- A written proposal providing a narrative of the request:
 - Description of the event
 - Population served
 - Neighborhood or interest community
 - How the event aligns with grant goals
 - Estimated number of participants
 - Safety plan.
- Budget with significant tasks associated with grant funds requested
- Evidence of liability insurance of at least \$2 million dollars, naming the District as additionally insured

Organizational Participation Interest Form

- Organization Name
- Type of Organization (Non-profit, Agency, Foundation, etc.)
- Contact Name
- Contact Email
- Contact Phone Number
- Brief organization description (300 words or less)
- Tax ID number

Event Criteria

In order to be eligible for the grant, the following criteria must be met:

Organization

- An organization, agency, or club serving residents of the District

Events

- Aligns with grant goal(s)
- Open to the public
- Occur within District boundaries
- Participant registration to attend the event must be done on the **Golden Volunteer platform.**
(PRPD staff will upload the event profile and open registration on the platform)

Grant funds

- Used for event expenses (Example: cost of rentals, event materials, staff time etc.). (No food or “swag”)

Event Forms

Step 1: Fill out the Organization Profile on PRPD website.

Step 2: Submit Neighbor-to-Neighbor Event Proposal on [PRPD website](#).

Step 3: Await PRPD response

Step 4: When event is approved you will be given the ok to fill out Golden Volunteer Event info form from PRPD Website.

Step 5: After filling out form you will be sent a custom Golden Volunteer Link for your event where attendees can preregister.

Ways to Foster Social Connection

Set an Intention: Event speakers share goal of meeting neighbors + have them sign up for the Meet 6 Neighbors Pledge + Survey

Name Tag Fun Facts: Encourage neighbors at registration to write on their name tags a fun fact (or a few words) that other neighbors can ask them about

Neighbor Bingo: Have a card of different “neighbors” to find/check off, EX: A neighbor who has lived here for 10 years, has more than 2 pets, is wearing a hat

Ice Breakers: Conversational prompts

Team Bonding Games: Relay Races, Trivia, ETC



Golden Volunteer and Event Registration

Golden Volunteer: One stop shop where PRPD can manage partner events. Must include Golden Volunteer Link on social media posts and advertisements.



All events must have Golden Volunteer Check in Kiosk(or sign in sheet), QR Code with pledge, and an activity to get people connected!

Attendees will be encouraged to pre register using event's custom Golden Volunteer link. If not preregistered attendees must register at event with Check In Kiosk or Sign in Sheet.

CV Event Portal



The screenshot shows the website events.californiavolunteers.ca.gov/?tags=Neighbor-to-Neighbor. The page features a search bar, location and distance filters, and a list of events. A white arrow points to the 'Neighbor-to-Neighbor' tag in the 'Tags & Campaigns' section, which is selected.

Search Filters:

- Location: Address / Postal Code
- Distance: 100 miles away
- Tags & Campaigns: Neighbor-to-Neighbor

Event Listings:

- National Trails Day**
Paradise Recreation and Park District
Sat, Jun 1, 2024: 9:00AM-12:00PM PDT
Location: Paradise, CA
- Summer Trail Work Days**
Paradise Recreation and Park District
Wed, Jun 5, 2024: 9:00AM-12:00PM PDT (+ 5 more)
Location: Magalia, CA
- Wellness Week Kick-off Block Party**
Kern County Economic Development Division
Sat, Jun 8, 2024: 9:00AM-8:00PM PDT
Location: Kernville, CA
- Art Reception and Community Gathering**
Kern County Economic Development Division
Sat, Jun 8, 2024: 4:30PM-8:00PM PDT

All events can be found on <https://events.californiavolunteers.ca.gov>



Post Event Reporting

All organizations must provide the following after every event:

1. Proper invoice materials for reimbursement (slides 16/17)
2. Copy of sign in sheet (within 2 business days)
3. At least 2 photos from the event
4. Overall feedback from event and anything that stood out!
(quotes from attendees, overall vibes, how you felt it went, anything notable)

Event Planning Timelines

Events Occurring Between	Proposals Due to PRPD By
October – December 2024	August 2, 2024
January – March 2025	November 2, 2024
April – June 2025	February 2, 2025
July – September 2025	May 2, 2025
October – December 2025	August 1, 2025

Holiday events, Bingo night, Trivia Night, Craft Nights



Have an event idea but not sure where to host it? Reach out!

Branding/Advertising Requirements

Our partners are required to follow Neighbor-to-Neighbor brand guidelines for events and/or communications that are funded or partially funded by California Volunteers

Your Logo HERE!



1. All event's funded or partially funded by Neighbor-to-Neighbor must feature the 4 logo lockup on event flyer.
 - a. Good rule of thumb is to ask for feedback prior to posting flyer.

Branding/Advertising Requirements

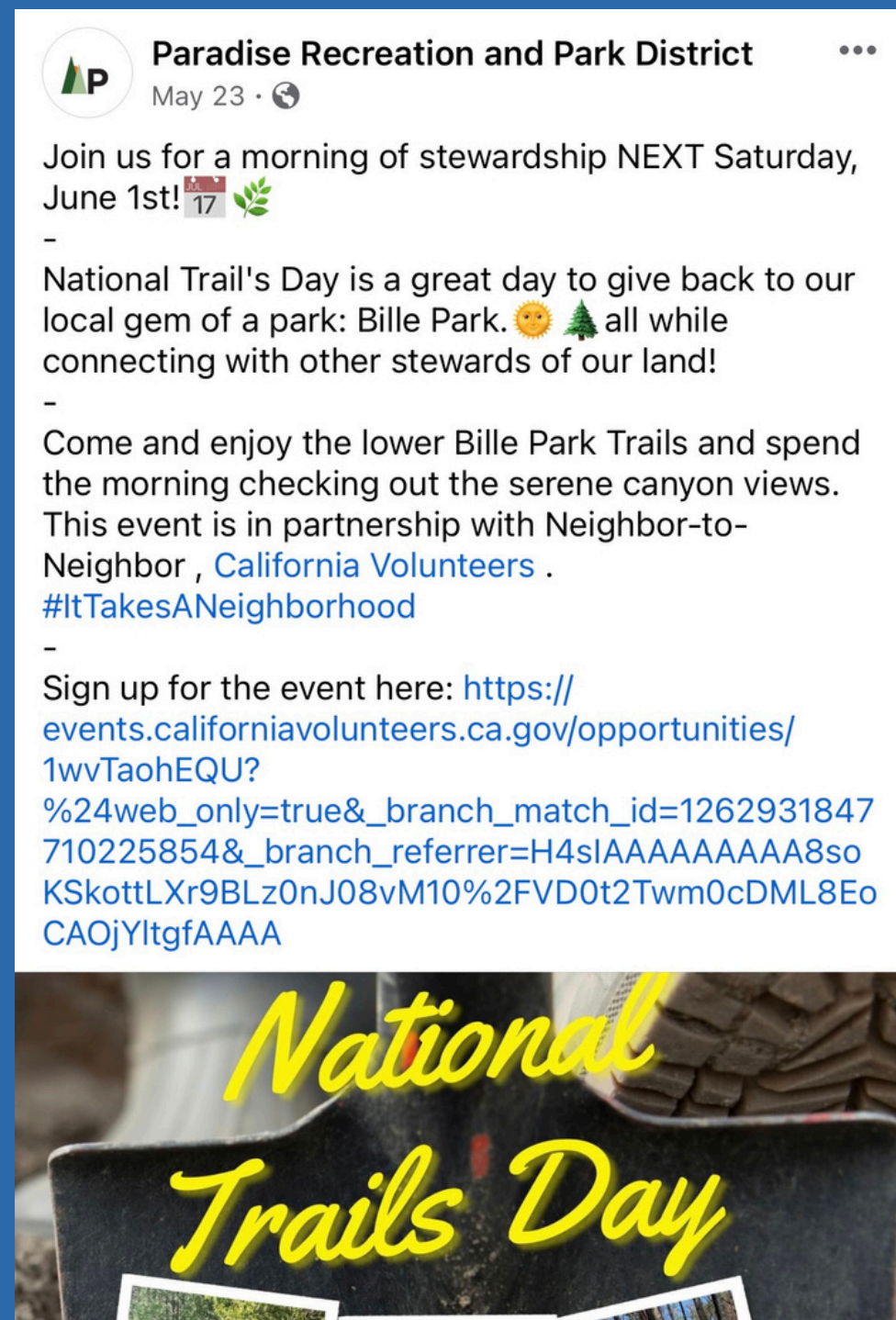
2. In all copy (e.g., web, social posts, ads) Neighbor-to-Neighbor must have both “Neighbor” capitalized and always together with hyphens.
 - a. Always “Neighbor-to-Neighbor”.
 - b. Never “Neighbor to Neighbor”, “Neighbor-to-neighbor”, “neighbor to neighbor”, etc.
 - c. “This event is in partnership with Neighbor-to-Neighbor” on ALL social posts.

3. When discussing Neighbor-to-Neighbor, we will use “California Volunteers program” to directly describe ourselves.
 - a. “Neighbor-to-Neighbor is a California Volunteers program”

4. When writing marketing copy, where possible, try to include nods to social connectedness and “building stronger communities”, or “connect with your neighbors and grow your community”

5. Our universal hashtag across social is: #ItTakesaNeighborhood. This should always be title case to avoid misspellings.

Social Media Example



Expenses claimed for reimbursement should match proposed budget

- Staff Time
- Event Materials
- Cost of Rentals

****Food, Swag or participant gifts are NOT reimbursable expenses****

Expense Tracking/Invoicing for Reimbursement

Invoice billed to PRPD within 30-days of event

- Receipts and invoices for event related costs
- Timesheets/timecards for staff
- Personal service costs for staff showing position and rate per unit of time

Send invoice for reimbursement of event costs to PRPD within 30-days of event completion.

Event Safety

1. Good practices

- a. **Safety mindset** - Everyone should have one.
- b. Situational awareness.
- c. **Seasonality** - Weather, road conditions, travel.
- d. See something Say something.

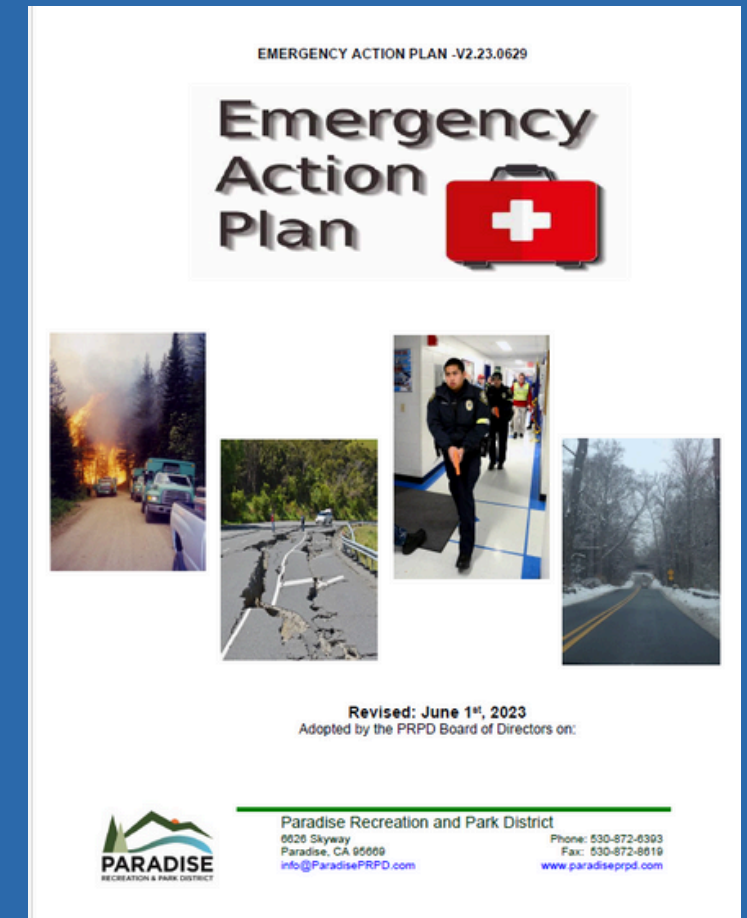
2. Emergency Action Plan - PRPD example

- a. **Safety plan** - submitted during written proposal.
- b. **Disaster preparedness**

3. First aid kit - At every event/activity.

4. Personal Protective Equipment (PPE)

- a. **Proper PPE for the event/activity** - Dependent on type of opportunity.



Event Feedback so far...



"I WISH MY OLD FRIENDS WERE HERE TO SEE THIS WITH ME, THEY WOULD HAVE LOVED THIS EVENT AND WHAT THIS TOWN IS BECOMING." - SUE

"This being a free event allowed me to invite all of my friends and neighbors. Many of us would not be able to go if we had to pay for all of our kiddos" - Tanya + Husband



"I had a great time this was actually really fun." - Julie H.

"I liked having time set aside to talk about composting and agricultural issues with the rest of the group and ladies." Devin J.

Mark Your Calendars!

Neighbor-to-Neighbor

KICKOFF BASH

SEPTEMBER 7TH, 11:00-3:00

CELEBRATION, GAMES + COMMUNITY



PRE-REGISTER FOR THIS FREE EVENT HERE!



Bille Park
501 Bille RD
Paradise



We are looking for partners to set up information booths about their organization at the event, to get the community excited for what is to come!

1. Make sure organizational profile is filled out
2. Fill out Kickoff Booth Interest form

Q&A and Brainstorming



We want to hear YOUR
questions and ideas!

Kristi Sweeney Ksweeney@paradiseprrpd.com

Catherine Merrifield Cmerrifield@paradiseprrpd.com

Sophia Munoz-Oliveres Smunoz-oliveres@paradiseprrpd.com

Kristen Dehart Kdehart@paradiseprrpd.com

