

PROJECT PLANNING and INFO SHEET for HOST ORGANIZATIONS

*This is a general outline, to help you define what you want to achieve from a project with CC, and learn more about how we will work together. We offer a **free** initial planning meeting. To make this session optimally productive, please read this form before we meet.*

Project: What will we do? Build something? Create and perform a puppet show? Grow food for the lunch program? If no specific ideas, share some thoughts on your group's interests.

Goals: Here are a few examples: To build community. To brighten up a school. To help visitors find the library. To engage our most at-risk students. To integrate new/foreign students with senior students. To make something useful our organization needs. To engage the community with our organization and its mission. Often groups have several goals.

Group: Who will be working on this? ("The third grade".) Who would you like to engage? ("troubled students".) You may want several groups or the larger community involved.

Spaces: Will we work on site, or at a remote location? Where will we store materials and tools? Think about work areas (and the times they are available) and list possibilities.

Timeline: Do you have a general timeline? Is there a date of completion you are shooting for? Also consider which are possible work days and times ("early release Wednesdays, from 2 to 3:30").

Budget: We will help you develop a workable budget. Make a list of your "community assets": people from your community who might donate materials, tool use or their time and expertise.

Leaders: Who will be spearheading the program? Often several people from your organization will be involved, each with different roles. Sometimes it makes sense for people from other organizations to be involved. *All these people should attend our first planning session!*

Contract: Ideally our initial meeting will be at your organization, with all involved parties. After this meeting, plan on communicating (usually via e-mail) over the next week or two, as we all work to develop a finalized plan and contract. The contract is a valuable tool: it delineates who will do what, and when. (We are all more relaxed and dependable when we know our specific roles and what is expected of us.)

Financials: As a general estimate, we charge \$200 for a facilitated session with two CC teachers (including pre-project planning meeting, some e-mails, and finding materials). Materials which are not readily available will need to be bought by the host organization.

Payment: We generally do not require any money down, but we ask that you process our payment, so that a check can be delivered to us on the last day of a project. This helps our bookkeeping immensely, and helps keep our programs affordable!

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