

CREATING A NEIGHBORHOOD ASSOCIATION

AN APPRECIATE PEORIA GUIDE



The Benefits of Neighborhood Associations:

- Empowers residents to take action to resolve issues in their communities.
- Strengthens neighborhoods.
- Provides residents with the tools to resolve some neighborhood issues.
- Offers a strong, effective link to local government officials.



CITY OF PEORIA REQUIREMENTS FOR CREATING YOUR OWN NEIGHBORHOOD ASSOCIATION

1. Name your neighborhood association.
2. Establish boundaries.
3. Designate officers.
 - a. President
 - b. Vice-president
 - c. Treasurer
4. Schedule regular meetings.
 - a. These can be monthly, quarterly, or annually.
5. Meet at a location open to the public.
6. Be dedicated to improving your neighborhood.

STEPS TO FORM A NEW NEIGHBORHOOD ASSOCIATION

Step 1- Organize the Core Group

Find about 6 neighbors who share your passion for improving your community. Once you have identified the core group members, work together to define the major issues in your neighborhood.

Designate someone in the core group to research in depth all of the issues identified. It is important that you know the history of the important issues so that you know what has already been done in the past and you don't repeat any previous mistakes.

Once the core group is formed, the group should work on establishing some ground rules for the initial neighborhood association meeting.

These rules should include:

- Attendance requirements.
- Being inclusive and making sure everyone feels welcome and valued.
- Respectful conversation.

Step 2- Plan for the Initial Meeting

After the core group defines the major issues facing your neighborhood, their primary function is to then act as a steering committee and help plan for the first general meeting of the entire neighborhood.

The core group will need to do a number of important things in preparation for the first general neighborhood meeting:

- Decide on a date, time, and location for the general membership meeting.
- The date, time, and location should be convenient for the largest number of people possible.
 - Weekday evenings or weekends usually work best.
 - Schools, community centers, libraries, and churches make great locations.
- Define a list of small "kick-off" projects to make it easy for members to get involved right away. These projects can include:
 - A clean-up.
 - Letter writing campaign.
 - A potluck fundraising event.

Step 3- Spread throughout the Community At-Large

Decide who you want to tell about your new organization. Create a list with contact names, phone numbers and email addresses and designate who in the core group should be in charge of this task. This list may include:

- Churches
- Schools
- Peoria Journal Star
- Other neighborhood associations

Step 4- Create an Agenda

This first general meeting is very important in laying the foundation for the organization. The goal should be to come out of this meeting with an agreement on the goals and issues of your neighborhood association. Below is a framework for what your agenda might look like at this first meeting.

1. Introduction: Introduce the core group and explain the purpose of the meeting. Everyone attending should introduce themselves and share where they live and what they would like to see happen in the neighborhood.
2. Create the Organization Structure: You will need to create a name and a leadership team. Ask those in attendance to approve the core group as a steering committee until elections are held. Rules for operation and elections can either be adopted at the first meeting or put off until the organization has more experience.
3. Discuss the Issues: Everyone attending should have a chance to voice their opinion and make suggestions. Be sure to allow everyone time to speak by limiting each person's time.

4. Set Priorities: Based on the issues discussed, prioritize one or two areas of interest and create projects.
5. Create Tasks: Break your project ideas down into a series of tasks and assign volunteers. If the work involves a lot of people, create a committee and assign a head.
6. Set a date for the Next Meeting: It is essential to agree on a date and time for the next meeting before adjourning.



Step 5-Promote Participation and Attendance

Now that you have done all the ground work for the first meeting, you need to publicize the event in a way to insure the highest participation possible. Below are some tips to insure high attendance:

- Create meeting announcement flyers which include the time, date, and place.
- Distribute the flyers to as many places as possible including: apartment building lobbies, grocery store bulletin boards, churches, and schools.
- Take your flyers door-to-door and canvass the neighborhood or block that you are organizing.
- Set up a neighborhood website so that when you distribute flyers in the neighborhood, you can give neighbors a place to go online for more details. Be sure to print the address of your website on each flyer.

Many neighborhood associations in Peoria build websites and/or



Facebook pages in order to share neighborhood news and promote events. You can find a list of these sites [HERE](#).

If your neighborhood does not have a neighborhood association and you are interested in getting organized, contact:

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