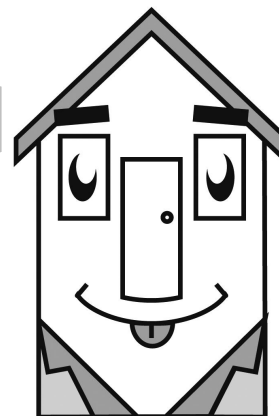


B. THE COMMUNITY MEETING

1. THE FACILITATOR'S GUIDE:



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH!"

1. Set-up

As this is the launch of the programme, it is important to make a positive impression from the start. You need to be prepared for the meeting, polished in your presentation skills and you must arrive at least 45 minutes before the meeting is due to start. This will allow you time to set up everything as per Checklist 2 in your Toolkit.

2. Introduction and Welcome

- Introduce yourself.
- Welcome any important guests or dignitaries. Warmly welcome all the residents to the Meeting.
- Thank everyone for giving up their valuable time to attend this important meeting.
- Thank whoever is responsible for allowing use of the venue for the meeting.
- Start off by saying that we are here because we are concerned about the high levels of crime in our community.

3. Register

Please explain that as keeping accurate records is important to us, we would like to keep a register of everyone who is attending the Meeting. During the course of the meeting an Attendance Form will be passed around for each person to fill in, sign and pass on.

4. Power Point Presentation

- The purpose of this Presentation is to provide an overview of the Street Committee Project without becoming bogged down in too much detail.
- We want the residents to take the brochures home and be able to explain the basics to others who weren't at the meeting.
- You have a set of flash cards in your kit which is identical to the slides in the Power Point. You should use these to talk to the people instead of reading off the screen.
- If for any reason you are not able to use a computer and projector then the meeting can continue on the basis of the flash cards alone.

5. Questions

- Explain that more detail on the process will be explained at the First Street Meetings, but that if there is anyone who did not understand the content of your presentation, then you can answer questions briefly.
- Mention that you only have 10 minutes so people need to keep their questions brief so that everyone gets a turn.
- Do not become drawn into an argument or any political discussions.

6. Thank You & Close

- Mention that it is time to draw the meeting to a close and thank everyone for the interest shown during the presentation.
- Ask everyone to make sure they have filled in the Attendance Registers before they go.
- Remind them to take some brochures to hand out to friends who are not at the meeting.

[illegible]

2. COMMUNITY MEETING TIMETABLE / AGENDA:

Activity	Time Boundary	Time Planner	What you need from Toolkit	What else you will need
1. Set up	45 minutes		Teaching Aid/Poster Disc with PPT	Prestik
2. Welcome & Introduction	5 minutes		-	-
3. Register	5 minutes		Attendance Register	Pen and clipboard
4. Presentation	30 minutes		Power Point & Flash Cards	Teaching Aid/Poster
5. Questions	10 minutes		Brochures	-
6. Thank you & Close	5 minutes		-	-

Venue

- The right size?
- Convenient for everyone?
- Safe?

- Do you have dates for meeting set in advance?
- Do you have set start and finish times?
- Are your meetings on a convenient day?

- Do you have your agenda?
- Do you have the, street meeting invitations and brochures
- Do you have somewhere to display posters, brochures and a screen / blank wall to project the Power Point Presentation on?

[illegible]

4. COMMUNITY MEETING CHECKLIST 2

ON THE DAY ...

<u>On the Day of the Meeting</u>				
		<u>Room / Amenities</u>		<u>Materials / Directions for participants</u>
		table, chairs		handouts
		room arrangements		name tags
		electrical outlets		directions to meeting place
		temperature regulation		
				<u>Get myself prepared</u>
		lighting		
				check out system
		rest rooms		
				check out room arrangement
		<u>Equipment / Tools</u>		
				preview materials
		computer		
				put up flip charts / posters
		paper / pencils / pens / markers		
				get flash cards and manual ready
		prestik		
				set out brochures and attendance register
		network hookup		
		slide projector / screen		
		extension cords		
		try out equipment		

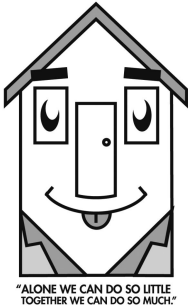
5. APPENDIX TO TOOLKIT

1. Attendance Form
2. A guide to planning the first Street Meeting
3. Invitations for the first Street Meeting
4. Brochure
5. Stationery

1. COMMUNITY MEETING ATTENDANCE REGISTER:

Date: _____

Facilitator: _____



Name	Street	Cell Number	Signature
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2. PLANNING THE FIRST STREET MEETING:

First, plan a **Street Meeting** for all the residents in the street, so that they can:

- understand all that is involved in the Crime Prevention Plan and are able to ask questions
- are committed to making the plan of working together to help reduce crime in the community
- elect a committee to serve the residents of this street
- understand that these meetings are not political and that the committees will be non-partisan or apolitical

BEFORE THE MEETING:

1. Set a day, date and time for the meeting that will suit most residents (probably somewhere between 17h30 and 19h30)
2. Find a venue – a large room with seating for everyone
3. *Fill in the invitations [in toolkit] and hand out to the residents in the street
4. *Put up posters where applicable
5. Prepare for the meeting [go through your meeting plan and docs – in toolkit]
6. Make sure you have all your supporting documents:
 - posters and teaching aids
 - stationery
 - agenda (meeting plan)
 - attendance form
 - phone tree
 - SMS application data input sheet
 - voting forms
 - Street Committee details sheet
 - your checklist

DURING THE MEETING:

1. Start meeting on time. (Plan for the meeting to last about 1 1/2 hours.)
2. Circulate Attendance Form, the Phone Tree and the SMS Application Input Sheet. [in Toolkit] Explain how to fill these forms in.
3. Review agenda [in Toolkit].
4. Keep discussion focused on agenda items.
5. Encourage full participation.
6. Facilitate voting.
7. Agree on appointment of members of Street Committee and what needs to be done by whom by when.
8. Plan for next meeting(s)

AT THE END OF THE MEETING:

1. Ensure that you have collected in:
 - attendance form
 - phone tree
 - SMS forms from each person
 - Committee's details
 - Voting forms
2. Arrange suitable venue, time and date for Induction Training for new Committee.

AFTER THE MEETING YOU WILL NEED TO:

- Hand your completed forms, as well as the meeting agenda, minutes and supporting documents to the Central Office.
- Order copies of the documents you need for your next training session – Street Meeting and Committee Induction.

3. INVITATIONS TO THE FIRST STREET MEETING:

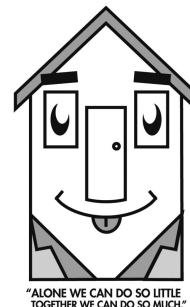
IT'S TIME TO STOP CRIME!!!

DATE: _____

TO: Residents' of _____

FROM: Name: _____

Phone: _____



INVITATION TO A STREET MEETING

We want to introduce a community based crime prevention programme to protect our community from criminals. We all need to get involved in things like being alert and aware, reporting suspicious activity and doing things which make our street unattractive to criminals. I would like to establish a Street Committee in our Community to help achieve this.

Please come and find out how we can work together to do this!

☑ We are meeting on: (please circle the day)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____

☑ Time: 6:00p.m. 6:30p.m. 7:00p.m. Other: _____

(Please indicate time)

☑ Venue: _____

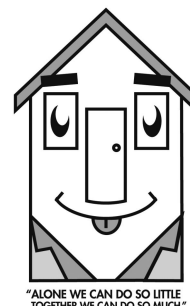
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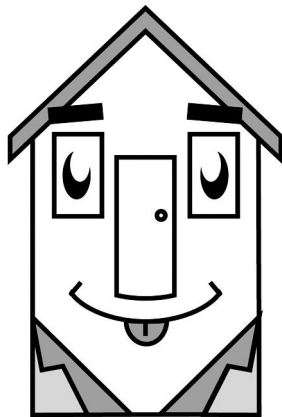
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____

☑ Time: 6:00p.m. 6:30p.m. 7:00p.m. Other: _____

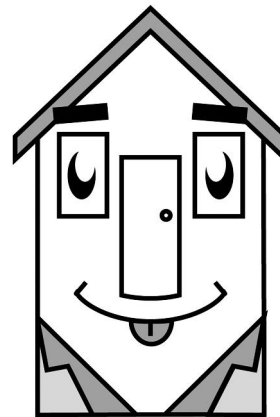
(Please indicate time)

☑ Venue: _____



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

COMMUNITY MEETING STATIONERY PACK



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

Facilitator's name: _____

Meeting date: _____

Venue: _____

Time: _____

Date pack issued: _____

Issued by: _____

Date returned: _____

Accepted by: _____

ITEM	ISSUED (Facilitator: Plse check, tick & initial against each item)	RETURNED (Central Office: Plse check, tick & initial for each item)	FACILITATOR SIGNATURE
1. Facilitator Timetable Plan		Not Necessary	
2. Attendance Form			
3. Brochures		Return Spares	
4. SM Invitations		Return Spares	
5. Poster – Facilitation Aid			
6. Disc for PPT			
7. Pens x 10			
8. Clipboard x 1			
9. Name Sticker			
10.			
11.			
12.			
13.			
14.			