

# *ACTION PLAN* *for the*

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*Neighborhood Association*

*Healthy Greenwood Neighborhoods, Inc.*  
*"Safe, Active, Inspired Living"*



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*Date*

## *Sample goals*

### *Resident Involvement*

<i>Goal</i>	<i>Increase social interaction among neighbors</i>
<i>Suggested Projects</i>	<i>Block clubs; neighborhood festivals; fairs and cookouts; cultural or historical events; youth and senior activities; National Night Out; New Neighbor Welcome program</i>

### *Beautification*

<i>Goal</i>	<i>Improve the physical appearance of the neighborhood</i>
<i>Suggested Projects</i>	<i>Clean-ups, community gardens, Yard-of-the-Month awards, public space improvements, vacant lot clean-ups, neighborhood entrance improvements</i>

### *Communication*

<i>Goal</i>	<i>Inform residents of neighborhood issues and activities</i>
<i>Suggested Projects</i>	<i>Newsletters, flyers, mailings to residents, brochures, resident directory</i>

### *Crime Prevention*

<i>Goal</i>	<i>Reduce crime and increase security in the neighborhood</i>
<i>Suggested Projects</i>	<i>Crime Watch, drug prevention, crime mapping, "Weed and Seed", National Night Out</i>

### *Housing Development/Improvement*

<i>Goal</i>	<i>Assist residents with improving the safety, security and physical appearance of their homes</i>
<i>Suggested Projects</i>	<i>Housing condition surveys, housing inventories, referrals to housing programs, identify residents who need housing assistance.</i>

### *Organizational Development*

<i>Goal</i>	<i>Assist in the growth and development of the neighborhood association</i>
<i>Suggested Projects</i>	<i>Non-profit incorporation, IRS 501(c)(3) designation, legal services, accounting services, strategic planning, staff support, board development</i>

### *Training/Education/Awareness*

<i>Goal</i>	<i>Strengthen leadership and increase residents' knowledge about community resources</i>
<i>Suggested Projects</i>	<i>Leadership training, seminars, "how-to" workshops, tutoring programs, literacy, GED, job training</i>

### *Capital Improvements*

<i>Goal</i>	<i>Invest in small capital improvement projects to improve the neighborhood</i>
<i>Suggested Projects</i>	<i>Street lights, neighborhood signs, park equipment</i>

## *RESIDENT INVOLVEMENT*

*What is the problem?*

*What are the goals for addressing the problem?*

*What is the desired outcome?*

*Name the Project:*

*What resources, supplies or funds will we need to carry out the chosen solution?*

*Where can we obtain the necessary resources, supplies or funds?*

*List the potential partners, organizations, etc. that will be able to assist in the project?*

*Who will carry out the solution? When will the action be taken?*

*What are the potential barriers to the solution, and how we will address them?*

## *BEAUTIFICATION*

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## *COMMUNICATION*

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## *ORGANIZATIONAL DEVELOPMENT*

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## *TRAINING/EDUCATION/AWARENESS*

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## *CRIME PREVENTION*

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## *HOUSING DEVELOPMENT/IMPROVEMENT*

*What is the problem?*

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*Who will carry out the solution? When will the action be taken?*

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## *CAPITAL IMPROVEMENTS*

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## *PROJECT TEAM STATEMENT OF COMMITMENT*

*All members of the project teams should indicate their commitment to community projects by signing the statement below. This includes neighborhood association presidents, officers, members and volunteers involved in implementation of the Action Plan.*

*We are committed to the betterment of our community and we accept the responsibilities given to us by the \_\_\_\_\_*

*We will work, to the best of our abilities, to follow the Action Plan and to meet our project goals as they are outlined in this Action Plan.*

<i>Date</i>	<i>Signature</i>

## *GOVERNING BOARD*

*(Signatures not required)*

<i>Officers</i>	<i>Name</i>
<i>Title:</i>	
<i>Title:</i>	
<i>Title:</i>	
<i>Title:</i>	
<i>Title:</i>	
<i>Title:</i>	
<i>Title:</i>	
<i>Other Board Members</i>	

## TIME FRAMES & BEING SMART

Short-term = from one month to three months

Medium-term = from three months to one year

Long-term = from one year to over three years.

These time frames are dependent on the circumstances surrounding the goal concerned.

<b>S</b>	- pecific	Not I want more money but how much specifically
<b>M</b>	- easurable	By number, % etc.
<b>A</b>	- ctionable	If you don't take action how is anything going to happen
<b>R</b>	- ealisable	Goals need to be challenging & stretching and not unrealistic that they are unachievable.
<b>T</b>	- ime phased	By when?

## STICKING TO THE PLANNED OUTCOME

Use something called an AFFIRMATION will help you develop a positive belief in your expected, successful achievement of outcome.

## AFFIRMATIONS

Consider the following elements of a personal affirmation.

<b>ELEMENT</b>	<b>DESCRIPTION</b>
<b>Positive</b>	Goals set in positive terms is essential – use positive affirmations – see your goals in pictures – concentrate on what you want NOT what you don't want.
<b>Present tense</b>	Goals termed in the 'now' will be more readily recognised by the subconscious. Tied in with 'I am' goals become extremely powerful. Including 'ing' words – 'I am receiving.....now', etc.
<b>Personal &amp; Emotive</b>	Create goals that are relevant to you and your values, beliefs, etc. The more emotion you include with your goal the more likely it will succeed.



2. List the organizational name, address, and other supporting documentation that highlights community support for this planning project. Include owners of specific parcels targeted in the project area.

Name of Individual/ Organization	Address	Letter of Support (Y/N)	Services Contributed	Amount of Financial Contribution	Other
Healthy Greenwood Neighborhoods, Inc.	c/o 100 Phoenix Street Greenwood, SC 29646				

3. List the name, address, phone number, and email addresses of the Project Team. **BE SURE TO INDICATE THE FOLLOWING RESPONSIBILITIES IN THE MATRIX BELOW:** Project Leader, Project Co-Leader, Meeting Recorder, Budget Coordinator, and Outreach Coordinator.

Project Team Member	Address	Contact Information	Responsibility
	Address:	Home Telephone: _____ Work Telephone: _____ Email Address: _____	
	Address:	Home Telephone: _____ Work Telephone: _____ Email Address: _____	
	Address:	Home Telephone: _____ Work Telephone: _____ Email Address: _____	
	Address:	Home Telephone: _____ Work Telephone: _____ Email Address: _____	

# Goal Planning Sheet

1. List the *GOAL*

2. List the Objectives needed to meet the *GOAL*

What are the major steps you need to take to reach the overall goal?

3. Complete an Action Planning Form