



STEPS FOR STARTING A NEW BEING NEIGHBORLY (BeNe) GROUP

Note: All detailed support information can be found on the Being Neighborly Admin Support facebook group (<https://www.facebook.com/groups/177700579302715/>) using the hashtags provided below.

- 1) Complete the interactive BeNe vision exercise with all admin team members. Review the BeNe philosophy on non-hierarchical leadership. #startup (This can be scheduled once the group is up and running.)
- 2) Work through the admin team development guidelines. #adminteam
- 3) Determine which project(s) to start first: lending library, chatrooms, or event.
- 4) Review the new BeNe Facebook group set up for your city
 - a. Initially the BeNe logo will be used as the banner picture.
 - b. Please don't make any changes to the description or the settings once your group is set up.
- 5) Create your pinned post using the sample provided. Consider your newest members and their needs to navigate the Facebook group as you create this. #startup

As they are developed, include things such as:

- a. The BeNe vision, mission and values. Every group's pinned post starts with this.
 - b. Instructions for how to find things
 - c. A description of what we do / don't do. This will be the same as in the sample pinned post.
 - d. Who to contact
 - e. The rules. Every group's rules are the same as found in the sample pinned post.
 - f. Chatroom links
 - g. Project list
- 6) Polling neighbor input, determine what type of lending library to start first. #lendinglibraries
 - 7) Polling neighbor input, determine what type of chatrooms to start first. #chatrooms
 - 8) Determine outreach approach to find neighbors. #outreach
 - 9) Set goals with a timeline for each goal.
- By: Lea Zengage
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#startup