



NEIGHBORHOOD TOOLKIT

A Guide to Effective Neighborhood Alliances



CITY OF HUNTINGTON
Communications Department
Richard Strick, Mayor

CITY OF HUNTINGTON NEIGHBORHOOD TOOLKIT

Connections and relationships drive community – and they don’t happen by accident. The Neighborhood Toolkit has been created to support Huntington residents who have a desire to work with their neighbors to build relationships and sustain vibrant and strong neighborhoods. This guide offers information on how to start a Neighborhood Alliance Group from the bottom up, or how to energize one that’s already established. Together, we can help shape Huntington’s future.

I believe relationships make the world go 'round. In thinking globally but acting locally, some of the most impactful relationships I have are the ones I have with my neighbors in our neighborhood. We care about the same schools, the same roads, the same sidewalks, and the same elderly couple that plants flowers a little slower each year.

My wife and I love when our neighbor's kids use my side lot for a game of football. We also appreciate their help keeping it mowed. The neighborhood block parties and cookouts have given us the chance to enjoy each other's favorite dishes. When I need a tool, I know which neighbor might have it and others know they're welcome to borrow tools that I have.

Neighborhood alliances are an opportunity to get to know my neighbors and help each other face the problems we are all dealing with in our neighborhood. It's also a chance for us to really get to know the streets we call home. When we know each other, it's a lot easier to care for one another.

I hope this toolkit will help you and your neighbors get to know one another and benefit from working together to solve problems in your neighborhood.

Your neighbor,



A handwritten signature in black ink, appearing to read 'Richard Strick'.

Mayor Richard Strick
*Proud founding member
of the Drovertown
Neighborhood Alliance*

TABLE OF CONTENTS

ORGANIZING A NEIGHBORHOOD ALLIANCE	6
Why Create a Neighborhood Alliance?	
What is the Difference between a Neighborhood Alliance and an HOA?	
First Steps For Your Neighborhood Group	
Determining the Organizational Structure of Your Neighborhood Group	
Key Ingredients for a Successful Neighborhood Group	
Running an Effective Neighborhood Meeting	
HOSTING A NEIGHBORHOOD EVENT	10
WORKING WITH CITY HALL	12
Resources Available to Neighborhoods	
Navigating Your Local Government	
IDEAS FOR YOUR NEIGHBORHOOD	14
Engagement	
Sustainability	
Health	
Safety	
CONCLUSION & REFERENCES	17
TEMPLATES	18
Sample Meeting Flyer	
Guide for Planning Your First Neighborhood Meeting	
Sample Association Bylaws	
Sample Bylaw Organization Outline	
Sample Meeting Agenda	

ORGANIZING A NEIGHBORHOOD ALLIANCE

WHY CREATE A NEIGHBORHOOD ALLIANCE?

There are many reasons to create a neighborhood alliance, and just as many benefits. Your neighbors may desire a close-knit community and envision neighborhood block parties and cookouts. Some may want to come together to keep the neighborhood safe and strong. Others may want to find ways to serve their neighborhood by helping elderly neighbors or planting a community garden. In some Huntington neighborhoods, maybe there is a need to re-energize an existing or former alliance. Whatever the shared concern or interest, neighbors coming together always makes a difference.

The long-term success of your neighborhood alliance starts with meeting your neighbors and building relationships. Use these friendships to determine your shared goals, what you want to achieve together and who is willing to get involved. With this group, set your alliance's priorities. A couple of good questions to ask include "What are my neighborhood's strengths?" and "How can my neighborhood make Huntington a better place?"

The answers will help you put a plan of action in place to achieve your alliance's goals. You can also expect to see neighborhood benefits such as:

- New friendships and relationships.
- Community problem solving.
- Enhanced quality of life.
- A unified neighborhood voice.
- Empowering neighbors to make a difference and take on new initiatives.

WHAT IS THE DIFFERENCE BETWEEN A NEIGHBORHOOD ALLIANCE AND A HOMEOWNER'S ASSOCIATION?

A well-run **homeowner's association** (HOA) can help bring neighbors together who live in the same subdivision or planned community. An HOA provides the framework for general rules residents within its boundaries agree to follow, as well as ongoing maintenance of common grounds and amenities, such as a pool, clubhouse or common area landscaping. Typically, homeowners are enrolled

automatically when purchasing property covered by an HOA and pay association dues.

A **neighborhood alliance** is simply a group of citizens living in a neighborhood who give time and effort to help their neighbors enjoy life. Neighborhood alliances offer a place to meet friends, exchange information, create projects and priorities, propose solutions and have fun. Your neighborhood will also have a clear, organized way to speak to stakeholders and city government so that your voice will be heard as a united message.

An HOA can serve many of these same functions, and the City of Huntington aims to support both HOAs and neighborhood alliances with our services and programs. We often refer to both as neighborhood organizations or groups.

FIRST STEPS FOR YOUR NEIGHBORHOOD GROUP

Decide how you're going to define your neighborhood. That means setting physical boundaries for what it means to live in Drover Town, Crown Hill Farms or Tree Streets. Check out our **Neighborhood Directory**¹ to see if your neighborhood and those surrounding it have already taken the steps to organize. This could be a great resource to share stories of success and best practices to consider.

Once you've decided on what boundaries make sense, it's time to spread the word that a group is forming. There are several ways to reach out to your neighbors. The most effective is simply talking to people and getting to know them and what they think of the neighborhood. You might also consider delivering flyers door-to-door, creating a Facebook group, promoting through yard signs and building an email list to keep people you meet in the loop.

Once you've identified a handful of neighbors interested enough to start a neighborhood group, schedule a meeting at a nearby, accessible location. For example, the library, a local cafe or a neighbor's backyard or porch would make an excellent meeting location. Encourage your volunteers to promote the meeting by walking the streets to meet people, offering information and, if possible, a simple printed

flyer with the meeting time and location (sample included in the *Templates* section). Include contact information for someone in your volunteer group who can field any questions.

Before the first meeting you'll want to work together to create some common ground rules for the group. Examples may include acting for the benefit of the group, being inclusive and welcoming, tracking meeting attendance and contact information and accepting consensus when the group's decision isn't the same as your own. Keep in mind that the people stepping up to improve the neighborhood are volunteering their time to lend a hand, so you want to make sure that everyone in the group feels respected and welcomed. View our *Guide for Planning Your First Neighborhood Meeting* in the *Templates* section for more considerations to keep in mind.

DETERMINING THE STRUCTURE OF YOUR NEIGHBORHOOD GROUP

Developing a mission statement is an important step for your alliance to complete early on. While it seems simple, creating a mission statement for the neighborhood group can unify and clarify the goals of the community. The mission statement should be on all agendas and on any communication materials. For example: *The mission of the ABC Neighborhood Alliance is to enhance the quality of life in the neighborhood by providing a forum for sharing information, connecting neighbors, promoting activities and fostering civic involvement. We affirm our intent to build active consensus, broaden participation, act collectively, capitalize on opportunities and manage problems.*

The mission statement should clearly state the aims and values of your alliance. A mission statement is usually supported by written objectives and goals. Nonprofit organizations and associations usually keep written records in the form of bylaws (*an example is provided in the Templates section*) to guide the organization and provide authorization for its existence. Bylaws are desirable because they define the internal structure of an organization and will serve as a guideline for procedures long after the group's founders have moved on.

Well-constructed bylaws are a useful tool in building a neighborhood alliance and attracting new members, because they reflect the image of a group

that is not just friendly but also well-managed and aware of its responsibilities. Bylaws can also help your alliance build upon initial momentum to help it remain effective and productive in the long term.

You may consider the following questions when writing your group's bylaws.

- What qualifies a person to join the group? (Usually defined by street address where they reside.)
- Will the group have officers such as a president, vice president, treasurer and secretary?
- How will officers be elected? What will be their duties, and how long will their terms run?
- Will the group form committees, and how will members be nominated?
- What methods and procedures will you use to reach consensus on an issue or amend the bylaws?

Check out a set of sample bylaws in our *Templates* section at the end of this toolkit.

In some communities, it is common for neighborhood alliances to incorporate and apply for tax-exempt status. Typically, this is done for the purpose of collecting dues and maintaining a bank account through the group's treasurer, if one is appointed. If your alliance is considering incorporation, it is suggested to consult an attorney, be aware of the filing expenses (potentially several hundred dollars) and become familiar with the [Indiana Secretary of State's](#)² and the Internal Revenue Service's requirements. An advantage of incorporating is that the corporation provides liability protections to its members.

KEY INGREDIENTS FOR A SUCCESSFUL NEIGHBORHOOD GROUP

• **Volunteers:** Neighborhood organizations typically come together after a core group of volunteers help convene and outline the first few meetings. As more neighbors continue to get involved, your volunteer capacity will grow, and your neighborhood will be able to take on more events and celebrate larger successes.

• **Leadership:** To keep a neighborhood organization running smoothly, there needs to be a system of

leadership roles and responsibilities. With input from group members, a leader may be elected and can help streamline communication with other members, neighborhood event planning and improvement projects.

• **Clear Goals:** It is very difficult for a neighborhood group to work together when there is not a clear objective in mind. Defining goals and initiatives will help keep the group on task and moving forward.

• **Input from Neighbors:** Possibly the most important part of any neighborhood group is receiving input from your neighbors. It is critical to keep a pulse of your neighbors' interests and make sure that everyone feels they are being heard.

• **Partnership:** A neighborhood group can receive additional help from organizations within the community to help strengthen itself. The organizations could be the city, universities, religious institutions or other businesses in the area.

• **Funding:** Many neighborhood projects and events may have a financial component. The [Huntington County Community Foundation](#)³ provides fundraising assistance that may be available to your neighborhood, and the Mayor's Capital Improvement Plan, ratified by City Council, dedicates funds for neighborhood improvements.

RUNNING AN EFFECTIVE NEIGHBORHOOD MEETING

Regular meetings are important to keep members informed and to discuss neighborhood goals and concerns. Here are some key things to keep in mind to make your meetings as effective as possible.

• Publicize your upcoming meetings about three weeks in advance and try to schedule for a repeated date (for example, the second Tuesday of every month). Communicate the meeting through flyers, social media or other creative ways you find to stay in touch with your neighbors.

• Let group members know who to contact and how to reach them to add a topic or concern to a meeting's agenda.

• Make an agenda and stick to it. Have copies of the agenda available when members arrive so they can

familiarize themselves with the topics and structure while waiting to begin. Encourage participants to speak their minds freely, but stay on schedule.

• Sometimes a regular meeting will be scheduled without pressing issues to discuss. Don't cancel! It is important for groups to have consistent contact. This is an opportunity to bring in a guest speaker, have a neighborhood roundtable discussion, organize a neighborhood tour or have a potluck. Get creative!

• Choose a central location that is familiar to the neighbors. Try to estimate the number of attendees so you can choose a space that is comfortable and suitable. Keep in mind venues like your neighborhood park, the local library, a neighbor's backyard or front porch and nearby businesses.

• Consider how to arrange the space to encourage everyone to participate. For example, go for a more engaging setup by placing chairs in a circle.

• Meetings should be orderly, democratic and efficient. Your group should set some ground rules, so meetings run smoothly. These could be included in the bylaws, so all members are aware of them, such as one person speaks at a time and avoiding all derogatory remarks. Use whatever method works best for your group. Take formal minutes or notes to share with others, and keep a record of decisions and plans.

• Effective meetings should not be longer than an hour. Start on time and finish early — then attendees are free to socialize as they like.

• Make everyone feel welcome and keep the meeting upbeat. Encourage everyone to learn each others' names.

• Offering cookies, coffee and snacks is a friendly way to have a more enjoyable meeting. Neighbors can take turns bringing in goodies, or if your budget allows, set aside a small amount per meeting for refreshments.

• Decide if your group will require the full group to gather for all decisions, or if some minor decisions might be left up to a committee or board.

• Thank everyone for their time and commitment to improving the neighborhood!

HOSTING A NEIGHBORHOOD EVENT

HOSTING A NEIGHBORHOOD EVENT

There's no better way for neighbors to start building a better neighborhood than to just get together and have fun. Events, such as a block party, bring people together and allow neighbors to connect with each other and their neighborhood groups to get involved in what's next.

• Getting started

The idea of a neighborhood event is to bring neighbors together. It's a good idea to find one or two neighbors to help you with planning. The first step is to create a small organizing committee that can help coordinate the details.

• Time and Location

For any outdoor event, it's a good idea to have alternate rainout day plans. Keep in mind who lives in the neighborhood when setting the hours for the party. If young children or seniors are living near the party area, plan to finish earlier in the evening.

Plan an event that is about two to three hours long. Rather than your neighbors coming and going throughout the afternoon, a narrower window creates a better target for connection.

Which location works best may vary depending on your neighborhood. Options may include a neighbor's backyard, house, garage, common room in an apartment/condo unit, alley, street or park. Safety and accessibility are important factors when planning.

If you want to close down a street or re-direct traffic for an event, you will need to contact the Mayor's office and request a special event form by calling (260) 356-1400 ext. 2000. This form needs to be completed and returned about one month in advance.

To host an event at your neighborhood park, be sure to check in advance with the Huntington Parks & Recreation Department at (260) 358-2323 to see if a reservation is needed. Remember that at the end of the function, public sites need to be cleaned and left in good condition.

• Neighborhood Outreach

Promoting the event to your neighbors is a critical step and should be done at least a couple weeks in advance. Talk with your neighbors as you cross paths

and be creative with flyers, social media and word of mouth to spread news of the event. Yard signs similar to garage sale signs are a good way to grab the attention of your neighbors as they are driving in and out of the neighborhood. To reach neighbors in townhouses, apartments and condos, it is best to approach the manager. They will let you know how to get in touch with the residents. You may also want to invite your city councilperson to the event to help build the relationship.

• Food

If you do throw a Block Party, having food is typically one of the most essential elements of a successful event. There are many different options you could use to provide food, such as organizing a pot luck where everyone brings a dish or a picnic style where everyone brings their own food. Try to keep it simple.

• Entertainment and Activities

Plan ways to keep children of all ages and adults entertained and engaged throughout the event. Some Block Party ideas include chalk, finger painting, bubbles and hula hoops to keep kids happy. Ask around to see if any neighbors have backyard games that they would be willing to set out for the day.

• Details

The final event planning details can often go overlooked. Be sure that you have tables to set out for food, coolers for drinks and plenty of trash bags ready to go. Name-tags can also be a great help where guests can write their names and house numbers. Decide if pets and alcohol are going to be allowed. Establish a clean-up crew to help make sure the space is picked up before leaving.

While the purpose of the block party will be to bring neighbors together for fun, you may also want to take advantage of having your neighbors convened in one place. Set out a sign-in sheet to collect names and contact information to keep the conversation going forward.

WORKING WITH CITY HALL

RESOURCES AVAILABLE TO NEIGHBORHOODS

There are a number of resources available to neighborhoods within the City of Huntington that can help your group work toward the benefit of your neighbors. The Communications Department is your partner to connect you with these resources. Contact us today at (260) 356-1400 ext. 2026.

• Neighborhood Toolkit

The Neighborhood Toolkit is a resource for your alliance, whether it's just forming or has been established for some time. This toolkit offers guidance on how to organize your neighborhood, run an effective meeting, navigate your local government and more.

• Neighborhood Directory

Determine a key contact to sign up your neighborhood group to be listed on our citywide Neighborhood Directory. The city can also use this information to send you updates on neighborhood programs, services and opportunities.

• Digital Newsletter

The city distributes a weekly digital newsletter with news and updates from around Huntington. Use this [link](#)⁴ to subscribe to the weekly email updates.

• Quarterly Meetings & Project Support

Is your neighborhood group thinking about goal setting, next steps or a vision plan for the future? Attending the city's quarterly meetings with neighborhood alliance leaders can help guide the conversation in a productive way. City staff also is available to help with project management, while the Mayor's Capital Improvement Plan dedicates funds to qualifying neighborhood improvements.

NAVIGATING YOUR LOCAL GOVERNMENT

A large part of a neighborhood group's time may be spent advocating for change at the local level, so it's important to know how to work with city leaders. The points below give ideas for how neighborhood alliances can effectively work with local government to influence decision-making and solve both short- and long-term neighborhood problems.

• **Have Goals in Mind:** Know what your neighborhood is trying to accomplish and its priorities. Consider how your existing goals align with work of our city departments and how your group's input could help shape budget priorities.

• **Know Your Issues:** Do your homework. Find out who is affected, to what degree and the consequences of inaction. Determine which issues will need to be addressed by a local government agency and which will need to be addressed by the neighborhood itself.

• **Know the Structure and Purpose of City Government:** View the [City of Huntington website](#)⁵ to learn more about each departments' role. Visit a few meetings of your public officials (i.e. City Council boards, commission, etc.), understand how they operate, discover the guidelines they follow and become familiar with their capabilities and restrictions.

• **Keep Your Public Officials Informed:** Keep up an ongoing relationship where you are able to

communicate areas of concern or success with city staff and elected officials. Call the City Building to schedule an appointment with the appropriate department and discuss what's on your mind.

• **Make It Clear You Represent a Group:** Identify the name of your group and its purpose. Use appointed contact persons to establish continuity and identity. Document attendance at general meetings and notes taken. Ensure that you have the group's approval or authorization before acting.

• **Follow Up:** Follow up on a discussion with a memo summarizing the discussion and its outcome. Check back to see if whatever has been agreed to is being done or to see if decisions are being made. After a decision has been made, check back with the appropriate staff or city officials to be certain it is carried out.

• **Keep the Neighborhood Informed:** Use your neighborhood group's meetings and communications to keep everyone informed of progress. Contact neighbors about what is happening.

IDEAS FOR YOUR NEIGHBORHOOD

IDEAS FOR YOUR NEIGHBORHOOD

Neighborhoods Alliance Groups are as active and creative as you want them to be based on the interests of your group. The City of Huntington encourages neighbors to work together to keep their neighborhoods engaged, sustainable, safe and healthy. Organizing a few activities each year and utilizing available city programs will help your group build neighborhood pride and increase engagement. If your neighborhood has stories of success or new ideas to share after trying one of these activities, please share with us at (260) 356-1400 ext. 2026.

ENGAGEMENT

- **Neighborhood Directory:** Sign up to add your neighborhood group to the citywide [Neighborhood Directory](#).
- **Communications:** Open up more communication channels with your neighbors by using social media, paper materials, e-newsletters or yard signs. These can be affordable, easy ways to reach more people about events and build relationships. Browse different online “app” options like [“Nextdoor”](#).
- **New Neighbor Welcome Program:** Organize a “Welcome Committee” to greet new neighbors as they move in. It’s a good idea to bring information about your neighborhood, and the city has also made a [Huntington Resource Guide](#)⁷ available for new residents. Be sure to introduce yourselves so your new neighbors can meet some friendly faces in town!
- **Improvement Project:** Organize an improvement project in your neighborhood. The project could range from volunteers helping with common area landscaping to cleaning up trash and debris from the roadside.
- **Group Volunteer Projects:** If you and your neighbors have shared interests in giving back to the community, you may be able to find a group volunteer opportunity in or outside of your neighborhood boundaries. Check out the [Huntington Community Volunteer Coordinating Facebook page](#)⁸ to find opportunities like [“Make It Shine Week”](#)⁹ and others throughout the year.
- **Seasonal Neighbor Assistance:** During the fall and winter months consider organizing a group of volunteers to help rake leaves and shovel snow for seniors or neighbors with disabilities. This could be a good project to get youth and teens engaged in your neighborhood for a great cause.
- **Bookworm Mobile Library.** The Huntington City-Township Public Library operates a Bookworm Mobile

Library that can visit your neighborhood. Visit the [HCTPL website](#)¹⁰ or call (260) 356-0824 for more details.

- **Community Arts Program.** The LaFontaine Arts Council’s mission is to promote and present the arts to the community by offering artistic opportunities important to the quality of life in Huntington. Go to the [LAC website](#)¹¹ or email lafontaineartscouncil@gmail.com for program details and ways to get involved.
- **Outdoor Movie Night:** Plan an outdoor movie night for your neighbors to come together. Consider a family-friendly movie for all to enjoy.
- **Scavenger Hunt:** There are many creative ways to organize a neighborhood scavenger hunt! You could make this an activity at a block party or a separate endeavor. Consider having people use cameras on their phones to take pictures of items on the scavenger hunt list. The list could highlight neighborhood assets, noteworthy houses or common neighborhood items.
- **Need more ideas?** Consider a cookout, bonfire, Christmas Light Contest, 5K Event, Easter Egg Hunt or whatever else you can think of.

SUSTAINABILITY

- **Tree Planting:** Each year, the Mayor’s Advisory Council on Economic Stewardship holds a neighborhood tree-planting event in conjunction with the city’s Department of Public Works & Engineering Services. Contact us at (260) 356-1400 ext. 2021 so that your neighborhood can help the city prioritize where new trees should be planted.
- **Sidewalk Replacement Program.** The city’s Sidewalk Replacement Program pays up to half the cost sidewalks replaced under the program. Fill out the [Sidewalk Replacement Application](#)¹² or call (260) 356-1400 ext. 2021 for more details.
- **Clean-up Day:** Organize a neighborhood clean-up day where volunteers can help pick up litter,

spruce up landscaping, clear storm drains and more. Contact us at (260) 358-2323 to help organize with support from our Community Engagement Volunteer Coordinator and City Services Department.

• **Yard Waste Management:** The City of Huntington operates its Brown Bag program to assist residents with the disposal of grass clippings, hedge trimmings, leaves, small twigs and branches. Large branches can be left at the curb without being bagged. Brown Bags can be purchased at local retailers. Once you have bagged your yard waste, call City Services at (260) 356-4720 to schedule free pickup, which takes place on Tuesdays.

• **Orange Sticker Program:** For a fee of \$5 per item, the City of Huntington will haul away residents' unwanted large items for disposal. Examples of eligible items include mattresses, box springs, hot water heaters, sofas, recliners and bathroom fixtures. Call City Services at (260) 356-4720 to purchase the number of Orange Stickers you need and schedule pickup.

• **Solid Waste District:** The Huntington County Solid Waste District operates at the former Huntington County landfill site, 515 S 300 W. It provides a place to dispose of hazardous waste, used electronics, unused pharmaceutical products and more. More information can be obtained by calling (260) 358-4886.

• **Garage and Yard Sales:** One man's trash is another man's treasure. Organize a neighborhood garage or yard sale event or use your neighborhood communication channels to offer goods that you may be ready to pass on. Contact the City Clerk's Office at (260) 356-1400 ext. 2019 for garage sale permit details.

• **Recycling and Waste Reduction:** Republic Services provides recycling services to residents within the City of Huntington. Learn more about what types of items can be recycled using this [Recycling Guide](#)¹³ from Republic Services.

• **Community Garden:** You may want to use common space in your own neighborhood, collaborate with a local church or simply have a gardeners' club where you can share best practices or split plants among your neighbors. If you really want to be your neighborhood's expert gardener, participate in [Purdue Extension's Master Gardener Program](#)¹⁴.

HEALTH

• **Downtown Farmer's Market.** Find local fresh produce and more at the Downtown Farmer's Market, located at Central Christian Church at 500 W. MacGahan St. The market runs from 4 to 7 p.m. Wednesdays from the first week of June through October.

• **Trail System:** A system of paved trails connects downtown Huntington with parks and other locations across the city. The [Huntington Area Recreational Trails Association](#)¹⁵ provides maps and information. Plus, [Salamonie River State Forest](#)¹⁶ and the [Kokiwanee Nature Preserve](#)¹⁷ offer popular hiking destinations a short drive from Huntington.

• **Activities for All Ages:** The City of Huntington and other local organizations offer many activities year-round for all ages. A few places to check regularly for upcoming events include the city's [Meetings & Events Calendar](#)¹⁸, the Huntington City-Township Public Library's [Events Calendar](#)¹⁹ and the Huntington County Visitors Bureau's [Upcoming Events](#)²⁰.

• **Food & Fitness:** Get creative and consider organizing fitness groups in your neighborhood, such as a walking group, biking club or evening yoga. Or, compile a list of your neighbors' most delicious, healthy recipes in a neighborhood cookbook.

SAFETY

• **Huntington Police Department Citizens' Academy:** The Citizens' Police Academy provides an opportunity to learn about police procedures and become familiar with the officers that work to protect and serve our community. To learn more, visit the [Huntington Police Department website](#)²¹ or call (260) 356-1400 ext. 2103.

• **Neighborhood Watch:** The Huntington Police Department can meet with your neighborhood group and discuss ways that you can work together to ensure a successful neighborhood watch or communications system. Call (260) 356-1400 ext. 2103 for more information.

• **Emergency Planning & Preparedness.** For information on emergency planning and preparedness for your neighborhood, visit the [Huntington County Emergency Management Agency webpage](#)²².

CONCLUSION & REFERENCES

We hope that this toolkit inspires you and your neighbors to come together. Your time and commitment help support the City of Huntington in its mission to ensure that our neighborhoods are a great place to call home. Please contact the city's Communications Department for any questions or comments that you may have at (260) 356-1400 ext. 2026.

Many thanks to the Neighborhood Alliance Groups who are working alongside the city to make Huntington a better place for everyone.

We also would like to thank the City of Valparaiso's Community Engagement Department for providing materials and resources to help build this Neighborhood Toolkit.

1. "Neighborhood Directory" Resource — <https://www.huntington.in.us/city/neighborhooddirectory>
2. Articles of Incorporation, Indiana Secretary of State Office — <https://www.in.gov/sos/business/division-forms/business-forms/>
3. Huntington County Community Foundation — <https://www.huntingtonccf.org/grants/>
4. City of Huntington Digital Newsletter — Subscribe at <http://eepurl.com/gW37-H>
5. City of Huntington website — <https://www.huntington.in.us/city/>
6. "Nextdoor" neighborhood app — <https://nextdoor.com/>
7. Huntington Resource Guide for New Residents — https://www.huntington.in.us/egov/documents/1614616906_98392.pdf
8. Huntington Community Volunteer Coordinating Facebook page — <https://www.facebook.com/volunteercoordinating>
9. "Make It Shine Week" — <https://www.huntington.in.us/egov/apps/document/center.egov?view=item;id=4255>.
10. Huntington City-Township Public Library — <https://www.huntingtonpub.lib.in.us/>
11. LaFontaine Arts Council — <http://www.lafontaineartscouncil.org/>
12. Sidewalk Replacement Program Application — <https://www.huntington.in.us/city/department/division.php?structureid=196>
13. Republic Services Recycling Guide — <https://www.republicservices.com/recycling-guide>
14. Purdue University Extension, Huntington County: Master Gardener Program — <https://extension.purdue.edu/huntington/label/12>
15. Huntington Area Recreational Trails Association — <https://harta-gotrails.org/trails/>
16. Salamone River State Forest Horse & Hiking Trails — https://www.in.gov/dnr/forestry/files/fo-salamonie_trail_map.pdf
17. Kokiwanee Nature Preserve Trail — <https://www.alltrails.com/trail/us/indiana/kokiwanee-nature-preserve-trail>
18. City of Huntington Meeting & Events Calendar — <https://www.huntington.in.us/egov/apps/events/calendar.egov>
19. Huntington City-Township Public Library Events Calendar — <https://www.huntingtonpub.lib.in.us/calendar/>
20. Huntington County Visitors Bureau Upcoming Events — <https://www.huntingtonpub.lib.in.us/calendar/>
21. Huntington Police Department Citizen's Academy - <https://www.huntington.in.us/city/department/division.php?structureid=373>.
22. Huntington County Emergency Management Agency — <https://www.huntington.in.us/county/department/index.php?structureid=22>

TEMPLATES

TEMPLATE #1: SAMPLE MEETING FLYER

**JOIN US FOR A “NAME”
NEIGHBORHOOD MEETING**

**DATE /TIME
LOCATION**

Join your neighbors to discuss opportunities to organize, connect and build neighborhood pride! Topics on the agenda include (#1....., #2....., #3.....)

(Neighborhood Name) meets the (4th Tuesday of every month) at (location) – please join us!

Contact (John Smith) for more information or visit the (Neighborhood Name) Facebook Page to learn more.

We hope to see you there!

TEMPLATE #2: GUIDE FOR PLANNING YOUR FIRST NEIGHBORHOOD MEETING

1. Gather 2-4 other neighbors to help you organize the first meeting.
2. Determine the boundaries of your neighborhood (these are the neighbors you’re inviting):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
3. Decide on a date and time for your neighborhood Meeting. Keep in mind regular business hours and typical commuter times for your neighbors.
4. Decide on an agenda and any guest speakers desired for the meeting.
5. Identify any special needs for your neighborhood. Do your best to ensure all are comfortable but know that things can be adjusted for future meetings once you have a better feel for the group’s needs.
 - a. Language translation
 - b. Child care
 - c. Accessibility
 - d. Walking distance
 - e. Hearing impaired
6. Decide on a meeting place and make arrangements necessary to reserve it. Some possibilities include:
 - a. Neighborhood park
 - b. Library
 - c. Church/temple
 - d. Neighborhood school
 - e. Local business or restaurant
 - f. Neighbor’s home or yard
7. Contact any guest speakers and arrange for them to attend.
8. Prepare a flyer announcing the meeting (see following page).
9. Distribute flyers and spread the word throughout your neighborhood boundaries. Word of mouth, door knocking, signage and social media are all good resources to spread the word!

TEMPLATE #3: SAMPLE ASSOCIATION BYLAWS

Article I. Purpose

Section 1. Name

The name of the neighborhood association shall be _____.

Section 2. Purpose

The purpose of the neighborhood association shall be to promote a better neighborhood and community through group action.

Article II. Membership

Any person residing on _____ between _____ and _____ is eligible for membership.

Article III. Voluntary Dues

Voluntary dues shall be \$4 per person per year.

Article IV. Meetings

Section 1. General Membership Meetings

Regular meetings will be held on the _____ of each month, or more or less often as deemed necessary.

Section 2. Quorum

At least ten percent of the membership must be present to conduct official business.

Article V. Officers

Section 1. Number and Election of Positions

The officers shall be a President, Vice President, Secretary, and Treasurer, who shall be elected in _____ of each year. The term of office shall be one year.

Article VI. Committees

The membership may establish necessary committees at any meeting. The President may also establish such committees. The President shall appoint committee chairpersons.

Article VII. Amendments

The bylaws may be amended at any regular meeting. Two-thirds (2/3) of those members in attendance must approve the amendment.

TEMPLATE #4: SAMPLE MEETING AGENDA

Neighborhood Association Name

Date - Meeting Agenda

I. Guests arrive, sign in and create a name tag

II. Welcome and Introductions (consider asking guests to share their names along with street name, how many years residing in the neighborhood)

III. Topic/Speaker #1

IV. Topic/Speaker #2

V. Committee Updates

- a. Events
- b. Safety
- c. Fundraising

VI. Other News or Updates

VII. Open for Comments

VIII. Adjourn on Time!

