



SHARING COMMUNITY RESOURCES



STEPS TO SHARING COMMUNITY RESOURCES WITH FAMILIES

- 1) **Discover the needs of families in your center:**
 - Survey families upon enrollment
 - Constant two-way conversation with families
 - Careful observation of families
- 2) **Discover the resources available in the community to meet the needs of your families:**
 - Search the Internet
 - Draw on your own expertise, as well as your family members and friends
 - Draw on the expertise of families enrolled in your program
- 3) **Contact resources to check availability and pricing:**
 - Email/mail companies or organizations that offer services to meet your center's needs
 - ⇒ Things to include: possible date & times needed, information about the demographics you serve, specific details about what you are looking for
 - Ask about pricing (consider the cost of food, if you are going to provide it)
 - Follow-up the email/mail with a phone call, stating your exact needs as specified
- 4) **Schedule your activity or event with community agencies:**
 - Complete proper request and invitation to the agency/organization
 - Discover what space and/or materials the agency may need
- 5) **Advertise the event/activity:**
 - Create a flyer, e-vite, email, or combination to advertise the event/activity
 - Post signs, place reminders on bulletin boards
 - Give constant verbal invitations and reminders
 - Advertise on your website and social media