



Planning Your Community Check-In

Once you have established channels for communicating with your community, it is important to create opportunities for regular “check-ins”.

Check-ins are a way for you to take the pulse on how people feel about the initiative, what you are offering, and whether the needs and wants of the community are truly being met. As opposed to an opportunity for criticism, the goal here is to establish a safe space where people can express what is working well and what might be desirable next.

How will you communicate?

Determine the communication channel you would like to use as your preferred way for conducting a check-in.

Consider the following:

- Do you want monthly open meetings?
- How often do you want to have check-ins? (consistency would be good so consider scheduling in advance)
- Do you want regular email surveys?
- Would a suggestion box work?
- Do you want to have informal coffee chats?

Scheduling regular check-ins into the calendar for consistency is important.

What questions will you ask during check-ins?

- Some ideas might include:
- What do you enjoy about your community?
- What is working?
- What is not working?
- How's it going?
- What is next?
- Include any other ideas

Invite helpers

Keep the door open to new volunteers by always having a sign up sheet available at your check-in meetings. List other ways to invite volunteers on a piece of paper.

And here is a [planning guide](#) for public meetings that might help!