

Sample Action Plan: Regular Group Meeting

Title: Block Unit 0001 Monthly Meeting

Date: Feb 3, 2025 at 6pm, (Second Tuesday, second month of each quarter - total 4 meetings)

Location: Central Library Meeting Room

Description: Block unit meetings will be held every month for residents, neighbors, and businesses to come together to speak on community efforts and improvements.

Planning Committee: Barbara Collen, Mike Jones, AJ Thompson

Partners: Urban League

Next Steps:

1. Barbara- Will book space at the library. Once voted on, select a date and time for the meeting. Along with where to hold space for the meeting.
2. Barbara- Will get Flyers Printed. Put together a team to flyer before each meeting.
3. Mike-Invite speakers, send out dates to block unit members and potential members.
4. Aj-Make sure the group has enough tables and chairs for the meeting.
5. Get snacks for the meeting.
6. Mike-Create an agenda and sign in sheet for the meeting.
7. AJ- Prepare all materials for the meeting. Gather any documents, presentations, or data needed for the discussion.
8. Barbara- Get yard signs made to advertise the following meeting times and locations.

Follow-up:

1. **Document Outcomes:** Record all decisions made and conclusions reached during the meeting - Sam (Block Unit Secretary)
2. **Distribute Action Items:** Barbara- Send out the recap of action items, including who is responsible and the due date. Throughout the year send out postcards with updates on neighborhood and meetings to come.
3. **Track Progress:** For tasks, ask, plans and goals from the meeting to record actions. - Sam (Block Unit Secretary)

Sample budget for SDAF Application - Regular Meetings

This sample shows possible expenses specifically for meetings that may occur more than once for neighborhood associations, block units, or other neighborhood groups. The estimated costs should be verified for your specific action. You can print and write your information as a draft before entering it into [Submittable](#) or upload a separate PDF to your application.

EXPENSE ITEM	DESCRIPTION	ESTIMATED COST
SUPPLIES & EQUIPMENT		
Technology	3 months of Zoom subscription	123
Office supplies	paper, printer ink, stapler, paper clips	50
MARKETING, OUTREACH, AND COMMUNICATION MATERIALS		
Advertisement	250 8.5x11" flyers	75
Marketing	50 yard signs with stands	300
Branding	2 Custom table cloths and 1 pop-up banner	300
Mailing	EDDM Mailing Service for 500 postcards	300
FOOD & BEVERAGE		
Snacks	4 boxes of mixed chips	30
Drinks	3 cases of soda	25
EVENT SERVICES		
MISCELLANEOUS		
Volunteer incentives	3 gift cards	60
Member Fees	Block Unit Registration fees yearly	250
Total Estimated Cost:		1458
If your budget exceeds \$2,000, list how you will meet the additional need.		
ADDITIONAL FUNDING SOURCES & AMOUNTS		
SOURCE	Amount	
Total:		0
Balance to request from SDAF:		1458
Reminder: The total estimated costs for eligible SDAF application budgets must be less than or equal to \$5,000. The purpose for all items listed in the budget must be described in the action plan.		