

SUCCESS THROUGH NEIGHBORHOOD ORGANIZATION

A Neighborhood Resource Guide

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A Guide to Success Through Neighborhood Organization

This guide has been developed and published by the Planning and Neighborhoods Team, a division of the Department of Planning and Development with the City of Springfield. The function of the Planning and Neighborhoods Team is to promote strong neighborhoods. Therefore, through this guide, the Planning and Neighborhoods Team hopes to support established neighborhoods in maintaining strong organizations and assist interested citizens in the formation of successful neighborhood organizations in areas that do not already have a registered organization designation.

Developing and maintaining a successful neighborhood organization can be hard work, but the results will be noticeable and rewarding. Please contact us if we can provide assistance. Good luck!

- **The Planning and Neighborhoods Team**
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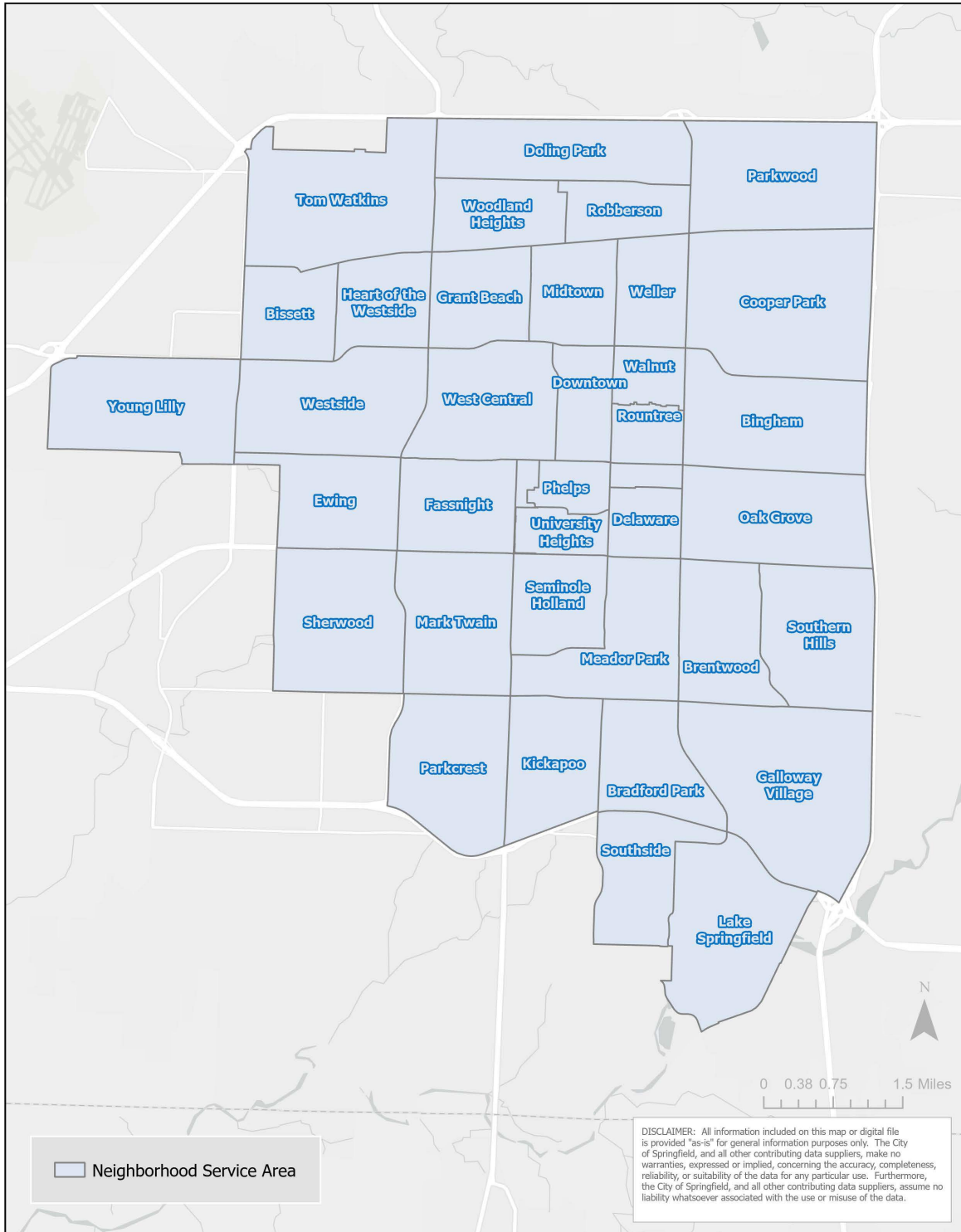
Table of Contents

Springfield Neighborhood Map.....	4
Neighborhood Programs & Resources	5
Neighborhood Watch.....	7
Neighborhood Assistance Program.....	8
Neighborhood Event Opportunities	9
Benefits of Organization	11
Becoming a Registered Neighborhood Association.....	12
Helpful Tips	16
Tax Exemption	19

Appendices

I. Sample Agenda.....	20
II. Sample Mission Statement and By-Laws.....	21
III. Sample Work Plan	23
IV. Sample Minutes	24
V. Sample Budget Sheet	26
VI. Sample Welcome Letter	27
VII. Sample Neighborhood Letter of Concern	28

Springfield Neighborhood Map



Neighborhood Programs & Resources



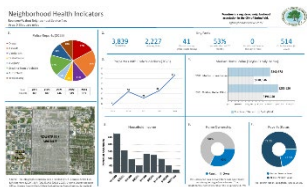
Neighborhood Advisory Council (NAC)

The NAC is an advisory board made up of a representative of each registered neighborhood association in the City. The NAC was created to increase communication between organized neighborhood associations, City Council and City staff. Meetings are held on a bi-monthly basis beginning in January and ending in November, on the second Wednesday at 6pm. Learn more [here](#).



Neighborhood Registry

The Planning and Neighborhoods Team maintains a Registry, online, of all Neighborhood Service Areas and the Registered Neighborhood Organizations that exist within each service area. To be included in this publication, your organization must apply to become a Registered Neighborhood Association as outlined previously. Learn more [here](#).



Neighborhood Health Indicators

Each year, the Planning and Neighborhoods Team provides an updated report of neighborhood health indicators. This report includes information regarding police reports, home ownership rates, voter participation rates, code violations, etc. Find your neighborhood's report [here](#).



Neighborhood Sign Program

This program allows registered neighborhoods the opportunity to design and install signs around the neighborhood perimeter identifying and designating its boundaries for residents and visitors. Contact the Planning and Neighborhoods office for more information.



Neighborhood Notifications

The Development Review Division of the Planning and Development Department will inform each neighborhood organization of zoning cases within its area. While this information is available to the general public, City staff proactively provides this information to registered neighborhood organizations. Learn more [here](#).





Great Neighborhoods Grant Program

Registered neighborhood associations are eligible to receive up to \$500 each year to fund neighborhood programs and activities, through this program. Use of the grant funds must reflect the Great Neighborhoods Philosophy and contribute to making Springfield's neighborhoods cleaner, safer, and friendlier. Learn more [here](#).



Service Requests

The Planning and Neighborhoods Team provides a monthly lists of service requests made to the Citizen Resource Center (CRC). Submit a service request [here](#).



SGF Neighborhood News

The City of Springfield's Department of Public Information and Civic Engagement publishes a quarterly newspaper dedicated to the happenings in Springfield's registered neighborhoods. Neighborhoods have the opportunity to submit articles to the newspaper and receive copies of each addition free of charge. View the current and past editions of the SGFNN [here](#).



Neighborhood Works Program

Funded through the 1/4-cent Capital Improvement Sales Tax, Neighborhood Works is intended to fund small-scale capital improvements within officially registered neighborhoods. The program gives residents the opportunity to identify projects they believe will offer the greatest benefit to their area. Contact the Public Works Traffic Engineering Division at (417) 864-1911 for more information.



NeighborWoods Program

Neighborhoods are eligible for free tree plantings in the City rights-of-way through this program, in exchange for a short-term maintenance agreement. For more information contact the NeighborWoods Coordinator at neighborwoods@springfieldmo.gov or visit [here](#).





Neighborhood Watch is a voluntary program organized by concerned citizens to reduce crime in their communities. Working with local law enforcement agencies, citizens can learn when and how to report suspicious activities, assist in property identification, conduct home security surveys, and implement home security measures and precautions.

The following is a list of common traits that successful Neighborhood Watch programs share:

- People feel a sense of ownership with the program. They have invested their time and energy in it, and it belongs to them.
- Law Enforcement is seen as an indispensable guiding force.
- Citizens see the program as their own responsibility. They choose to get involved in all stages of planning, from implementation and evaluation to maintenance.
- The program addresses the local concerns of the citizens such as domestic violence, abandoned cars, vacant lots filled with trash, drugs and gang activity.

No matter where you live, you can still be at risk for facing a crime threat. Early detection is the best way to prevent the onset of bigger problems. It's a good idea to get into action at the first sight of trouble. A rash of break-ins, people loitering, graffiti and abandoned autos are all possible clues that could lead to trouble.

Paying attention to small problems ahead of time can save you from having to face larger and more difficult ones down the road.

Any resident of the Springfield community can join Neighborhood Watch, even those who do not own a home.

If your neighborhood is interested in Neighborhood Watch, reach out to your designated Police Area Representative (PAR) officer. Resources regarding the program can be found on the City's website at:

www.springfieldmo.gov/341/Neighborhood-Watch



NEIGHBORHOOD ASSISTANCE PROGRAM (NAP)

The Neighborhood Assistance Program (NAP), run by the Missouri Department of Economic Development, provides assistance to community-based organizations that enables them to implement community or neighborhood projects in the areas of community service, education, crime prevention, job training and physical revitalization.

An approved applicant is granted assistance in the form of state tax credits to help attract eligible donors who would be able to, in effect, redirect their Missouri tax dollars to an approved community development project. Donors who give to the NAP project then receive a tax credit for their donation.

Through fundraising efforts, approved organizations assume full responsibility for securing the financial support necessary to implement the NAP project. The State's role is to approve projects, provide project oversight, and issue tax credits to eligible donors that contribute to NAP projects.

Applicant Requirements

- Must be a non-profit organization that holds a 501(c)(3) IRS tax exempt ruling.
- Has a Board of Directors and/or Leadership Team that involves residents of the project area, who will be involved in the project's planning and implementation.

Project Examples

Community Services	Counseling, senior citizen services, child day care services, recreational opportunities, nutritional services, community garden.
Crime Prevention	Civilian services to help prevent crime and/or aid victims of crime.
Education	Literacy programs, educational services for individuals with physical or mental health challenges.
Job Training	Activities which provide vocational skills, apprenticeships.
Physical Revitalization	Construction or rehabilitation for community or neighborhood revitalization purposes, artwork or murals that revitalize the neighborhood.

If your neighborhood is interested in applying for NAP, resources regarding the program can be found on the MODED website at:

<https://ded.mo.gov/programs/community/neighborhood-assistance-program-nap> or by calling (573) 522-4216



Missouri Department of
Economic Development

Neighborhood Event Opportunities

Neighborhood Clean-Up

The neighborhood clean-up program is an annual program available to registered neighborhoods in the City of Springfield. The City accepts applications for participation in the program on an annual basis, typically in **July**. The program is intended to reduce neighborhood clutter and nuisances and create a renewed sense of pride by providing dumpsters for neighborhood residents to dispose of items not typically allowed in routine trash disposal. These events currently run throughout the Spring & Fall seasons on Saturday mornings. They are run by Community Partnership of the Ozarks, partnering with the neighborhood coordinator and their volunteers.

Each neighborhood association appoints a designated Clean-Up Coordinator. The neighborhood Clean-Up Coordinator is responsible for securing an event location, such as a church parking lot, school parking lot or a local business, finding volunteers to work the event, and being present at the event.

Leadership Summit

The annual Leadership Summit, typically hosted in **March**, is put together by Community Partnership of the Ozarks. This is an educational event that offers professional development opportunities for neighborhood leaders through a variety of speakers and topics.



Bass Pro Cheering Challenge

Bass Pro hosts an annual marathon, typically held the **first Sunday of November** which is an excellent way for neighborhoods to raise additional discretionary funds for their association.



Process

A contact from Bass Pro will gather contact information for neighborhood associations through the City's Planning and Neighborhoods Team will reach out to determine which neighborhoods will be participating. Each neighborhood association is assigned a location along the route to be stationed and cheer along the runners. Neighborhoods are encouraged to choose a "theme" to decorate their station and dress up as.

Awards

Neighborhoods compete for the highest place in the cheering competition. Neighborhoods are then awarded a cash prize based upon their placement. While the amount differs every year based on the amount of prize money allocated and the number of neighborhoods participating, each neighborhood that participates receives a minimum amount of a \$250 prize.

National Night Out

National Night Out is an annual event that takes place each fall, typically held during **August or September**, that is designed to heighten crime prevention awareness while strengthening neighborhood spirit and police-community partnerships. Activities typically include cookouts, visits from police officers and fire fighters, informational booths, children's games and activities, live music, etc.

Lantern Walk

Organized through the pedestrian safety program SGF Yields, the City of Springfield partners with neighborhoods to organize the Lantern Walks. Neighbors, schools and families are encouraged to build and decorate luminaries ahead of the event. On the **first Saturday in October**, starting at sunset, residents stroll with their illuminated lanterns along a designated route. Along the way, there are stations where children learn about safe walking habits, drivers learn about crosswalk laws and parents are encouraged to actively practice safe street crossings with their children. Residents along the route can help make the autumn walk especially beautiful by placing lights along the sidewalks and greeting the children parading with their beautiful lanterns.

Learn more about how to participate here:

www.springfieldmo.gov/5638/How-to-Participate



Neighborhood Organization Volunteer Awards (NOVAs)

Hosted by Community Partnership of the Ozarks, the NOVAs is an annual banquet that recognizes neighborhood volunteers. Typically held in **December**, this banquet honors neighborhood members who faithfully serve our community. Each neighborhood association gets to nominate a member for an award to be recognized. Additional awards are given to outstanding neighborhood organizations.

Benefits of Organization

You can establish neighborhood bonds. Building ‘community’ within your neighborhood is of utmost importance. Working together with your neighbors can help make everyone feel like they ‘belong’. With a common sense of ownership, more residents will be likely to participate because their interests are at stake.

You can solve problems together. “Many voices are louder than one.” In a team, you can focus your interests and your efforts on the things that are most important to you. In the end, you will be much more successful working together as a team.

You can raise the level of property maintenance. This is one of the most common efforts in a neighborhood. You may not be able to improve the conditions of an unsightly neighboring property by yourself. A neighborhood-wide effort can target these problems and assist in their solution. In the end, both visual quality and property values are improved.

You can establish better communication with your neighbors. Too often, people do not even know their neighbors. A neighborhood organization gives everyone something in common. Merely getting people introduced to their neighbors will affect improvements in untold ways.

You can work more effectively with municipal services. In the same way that the residents benefit by working together, a group provides a larger forum for communicating with city government to voice concerns and solve problems.

You can create a vision for your neighborhood. Once your neighborhood is organized, you can begin to discuss your wishes for the future. You can outline steps that you will take to make positive improvements. If you are interested in city-coordinated planning processes, contact the Planning and Neighborhoods Team.

You can create pride in your neighborhood. Creating pride is something that seems so basic, yet so important. Neighborhoods can easily fall into disrepair and despair. However, when people care, you will be able to maintain and improve that place that you call home.

You can help make your neighborhood a safer place. By working together, looking out for each other, and coordinating with your police officers, neighbors can help to create a safer, more secure environment in which to live.

Becoming a Registered Neighborhood Association

The following are some suggested steps to become a registered neighborhood association. These steps are not requirements but are rather general guidance. Please first contact the chair of the Neighborhood Advisory Council or the Planning and Neighborhoods Team at (417) 864-1037 if your neighbors wish to begin the process.

Eligibility Criteria

Registered neighborhood associations in the City of Springfield are required to meet some very basic requirements that include:

- Being approximately one square mile in size
- Bounded by major arterial roads or railroads
- Major non-residential areas that are supported by a mixture of housing types, retail services, and parks/open space within walking distance of residential areas that contain 3,000 to 6,000 residents

Organize a Steering Committee

This committee may be a temporary group of advisors that will serve until the group becomes fully functional. The committee should:

- 1) **Be a manageable group, perhaps containing 6 to 12 members.**
Too few people will limit the group's potential, but too many will make it inefficient.
- 2) **Consist of a diverse mix of individuals that represent various community interests.**
Examples could be residents, landlords, businesspersons, educators, religious representatives, active civic leaders, etc.
- 3) **Identify your neighborhood's boundaries.**
It is best to use easily identifiable paths as your boundaries. Major streets, highways, rivers, and railroad tracks are all good examples of effective boundaries. Furthermore, seek a manageable size: something that provides a reasonable population base, but not something that makes coordination and communication difficult. Having firm, manageable boundaries will help you to focus your concerns and efforts.
- 4) **Ensure representation from all areas of the neighborhood.**
Stakeholders should not be geographically concentrated. You may wish to identify one person from each block, for example.

During the set-up of your organization, feel free to connect with Planning and Neighborhood's staff or another neighborhood organization for support.

Conduct the Initial Meeting of the Steering Committee

The first meeting is very important. This is where you will discuss your common interests and concerns. You will also use this as an opportunity to gain the support of key influential members of the neighborhood.

Meeting Preparation

- Select a location that is convenient and comfortable for hosting the meeting, such as someone's home.
- Personally solicit attendance from key members of the neighborhood.
- Provide a sign-in sheet that includes space for names, addresses, phone numbers, and e-mail addresses.

Meeting Content

- Discuss important issues and concerns of the neighborhood.
- Identify the strengths and weaknesses of the neighborhood.
- Make a list of goals that the organization hopes to accomplish.
- Select a temporary group leader and a few assistants to conduct the first neighborhood-wide meeting.
- Discuss options/availability for scheduling a neighborhood-wide meeting.

Hold a Neighborhood-Wide Meeting

While the steering committee meeting helped to identify the major issues, this open neighborhood-wide meeting will provide the opportunity for an organized, focused discussion with all interested parties. The leaders chosen at the initial committee meeting should be prepared to present information to the audience.

Meeting Preparation

- Solicit attendance from a wide range of community leaders, business owners, property owners, and residents.
- Hold the meeting at a convenient time within a neighborhood facility, such as a school, church, or fire station.

Meeting Content

- List the main benefits that you feel the neighborhood organization will provide.
- Explain what the organization will be expected to do.
- Discuss proposals and ideas from the steering committee meeting.
- List your priorities and make a tentative agenda for the next neighborhood wide meeting. (A sample agenda can be found in *Appendix I*.)
- Elect officers or nominate officers for an election at the next meeting.
- Decide the time and place for the next meeting, as well as subsequent meetings.

Begin Officer and Board meetings

These should begin very soon after the public meeting so that details can be easily remembered. This group will be responsible for carrying out the administrative functions of the organization.

The Board is responsible for:

- Reviewing the topics and discussions from the public meeting.
- Developing a mission statement that outlines its reason for being established and its anticipated goals. See Appendix II for a sample statement.

- Developing a set of bylaws that formally outlines the procedural and functional requirements of the organization and its members. It serves as a type of constitution to guide the organization. A sample set of by-laws can be found in *Appendix II*.
- Developing a work plan that includes the wide variety of issues already identified, their potential solutions, and specific strategies for achieving these goals. Efforts should be made to coordinate your goals with the goals of the City of Springfield's Comprehensive Plan, *Forward SGF*, and other applicable plans. A sample work plan is located at *Appendix III*.
- Assigning duties to officers by providing objectives that support the identified goals. Progress reports should be given by each member during the 'Old Business' section of subsequent meetings.

Take Action!

Now, it is time for the organization to begin solving problems and improving the quality of life within the community.

Develop a Newsletter

This could become a regular or a periodic publication. The importance, however, is the same: communication. You must help all neighbors to stay informed of what is happening in the neighborhood and in the neighborhood association. It boosts interest, enthusiasm, engagement, and participation. Maybe you can solicit young volunteers to hand deliver correspondence. You could also think about developing an e-mail list within the neighborhood. Find out the best way to communicate with your neighbors.

Plan a Neighborhood Social Event

It could be a pot-luck dinner, a neighborhood cleanup, a community picnic, or an afternoon concert. Neighborhood organizations should be about developing relationships and socializing, as well. The more comfortable people are with their neighbors, the more effective the group will be.

Develop an Identifiable Logo

This will help to make all correspondence 'official'. A logo can be created by a neighbor, or by a member of the City of Springfield Planning and Neighborhood's staff and should also be used for the Neighborhood Sign Program.

Apply to Become a Registered Neighborhood Organization

Once you have become established, you should contact the Planning and Neighborhoods Team to become a Registered Neighborhood Organization. As part of registration, you will be required to submit, but not exclusive to, the following:

- A copy of your organization's by-laws (See *Appendix II* for an example.)
- A physical description of your organization's boundaries.
- A list of your organization's board members and their addresses; and
- A copy of the sign-in sheet or minutes from at least one meeting (See *Appendix IV* for an example.)

By providing this information, you will be included in the City's 'Neighborhood Registry', which is published annually. A renewal of your Neighborhood's Registration is required annually in order to

be eligible for registered neighborhood benefits and programs. A form will be provided each year for neighborhood organizations to submit back to the Planning and Neighborhoods Team.

Furthermore, upon initial registration, the Planning and Neighborhoods Team will provide your organization with a complete set of mailing labels of the addresses in your neighborhood. These labels, which will be based on the boundaries provided in your application, should be used within one year of creation for best accuracy.

Helpful Tips

Agendas

Making agendas before a meeting will prove to be very helpful in keeping your meeting on track and on time. There should be sections on the agenda for 'Old Business' and 'New Business', and you should also provide an opportunity at the end for those in attendance for comments. During 'Old Business', topics from previous meetings should be discussed. Reports should be given by those with responsibilities. 'New Business' should be the discussion of new issues or upcoming events. These two areas will not always cover everything important. Therefore, time should be given for open comment. While there is no 'right' way to make an agenda, a good example has been included in *Appendix I*.

Record Keeping

Keeping track of documents is very important. In particular, the secretary of the organization will need to keep records of all activities, whether they are administrative or social. Consider putting together a large 3-ring binder. Keep copies of everything and organize them into separate sections. Meeting agendas, minutes, communications, newsletters, flyers, city reports, and much more can be kept in their own sections. Your own documents, such as your mission statement, by-laws, and work plan should also be included for quick reference. This simple method of record keeping will provide an inexpensive, yet effective, way to archive the history of the organization that will prove to be invaluable as you look for details on past events and meetings and apply for grants.

Money Matters

Financial records are of utmost importance. The treasurer should keep very close track of all monetary income and outlay. The best practice is to run your organization like a business. Establish a bank account and provide a detailed report of all financial activity from meeting to meeting. (Two brief sample balance sheets are included in *Appendix V*.)

Volunteers

People are what make neighborhood organizations successful. Without volunteers, nothing would be accomplished. Therefore, it is important to keep your volunteers motivated. The following are some suggestions to help keep people coming back.

Dues

Your organization will probably need money at some point, even if it involves only volunteer labor. You may need paper or other supplies to make fliers, signs, or letterhead. You may also need a fund for postage if you are mailing newsletters or other correspondence.

One easy way to raise small amounts of money is to charge membership dues. This helps to encourage members to be active, rather than passive, in the functioning of the organization. People tend to pay closer attention to areas where their money is being allocated. Dues should not be so high as to be cost prohibitive to less fortunate yet willing members of your neighborhood. If you decide to charge dues, find a price that generates some money but that is easily payable by the

residents of your area. Then, keep very accurate records of income and expenditures so that you will be accountable to your neighbors.

Fundraising

Depending on the types of activities that your organization wishes to pursue, you may need more money than can be raised through dues collections. In this case, you will probably want to initiate a fundraiser. Traditional types of activities could be a bake sale, a car wash, or a pancake breakfast. Some neighborhoods, particularly those of a historic nature, have home shows where the public purchases tickets to get an interior tour. There are endless possibilities in regard to fundraising. Choose something that will be fun and that will get lots of people involved. Again, make sure that all financial matters are closely monitored. Keep track of all receipts and produce a detailed report for your membership to view at the next meeting.

Time Efficiency

Many members of your organization will live very busy lives. For everyone's sake, meetings should be efficient and predictable. They should start on schedule, and they should end on schedule as well. Of course, all business must be effectively handled, but do not dwell on issues for long periods of time.

Socializing

For those who have the time, the gathering location should be open at least 30 minutes before and after each meeting. In this way, people who have the time can either come early or stay late to visit with their neighbors. The more interaction, the better. They will work together more effectively, and they will enjoy coming to meetings. Consider serving coffee, maybe even some light snacks at your meetings. Particularly when meetings are held in the evenings, people are tired from working all day. This will help to refresh them, to lighten the atmosphere, and to prepare people to get something accomplished.

Communications

Communication is a very necessary tool in neighborhood improvement. Written communication will be an important part of your routine functions. You may want to develop a letter to welcome new residents as they move into the neighborhood and invite them to become active in the organization. (A sample letter can be found as *Appendix VI*.) You may also wish to write a friendly letter that can be distributed to area residents that are causing problems. Often times, there are some residents that neglect their yard or other property, which usually causes blight on the neighborhood. (A sample letter can be found as *Appendix VII*.) You will probably write various letters to public officials and other community leaders from time to time, as well. Finally, one of the best ways to keep neighborhood residents informed and involved is to produce and distribute a neighborhood newsletter. This can be published as often as you deem necessary. A new issue should be developed at least every six months.

Activities

Neighborhood activities form the foundation for strong neighborhood organizations. Your neighborhood was formed to achieve some goals. So, you should plan and facilitate activities that help to attain this goal. Activities can be social, educational, or service-oriented, to name a few.

Building 'community' is always a worthy objective, so social activities should be held periodically to get residents together for informal conversation and fun. Hold a pot-luck dinner or plan a block party with fun for the whole family. Educational programs could inform area residents about a neighborhood watch or tips on growing plants and flowers. Target an area where people can use training and find someone to share their knowledge on this subject. Service activities can range in type and scale quite a lot. Getting your hands dirty is one option. The whole neighborhood can benefit if you organize a clean-up. Enlist the help of residents to pick up yard waste and bulky trash items so that they can be properly disposed. Wondering how to develop a good logo for your neighborhood? Organize a contest and ask neighborhood children to submit plans. The types of things that can be done to better your neighborhood is endless. Get creative and find things that will work best in your area.

Recruitment

Recruitment is not a one-time process; it will be an important function throughout the life of the organization. The first thing to do is to invite people. Many individuals would not need much encouragement to become active, but they need to feel welcome and needed. Social activities are a great way to sponsor membership drives. Have members bring guests who may be interested in becoming involved as well. Remember, it is in a resident's best interest to be active in their neighborhood organization, because it is this group that should be having a direct, positive impact upon their quality of life.

Tax Exemption

Becoming a 501(c)(3) Organization

Neighborhood organizations can choose to seek tax exempt status. While it is not a requirement, this is a way to improve the financial situation of the organization. Tax exempt status, called 501 (c) (3), is a distinction acquired from the federal government through the US Internal Revenue Service (IRS).

Benefits

1. Your group will not have to pay federal income tax.
2. Donations to your organization can be tax deductible. This encourages charitable contributions to the organization.
3. You will have the potential to apply for sales tax and local property tax exemption.
4. You will be eligible to participate in the Neighborhood Assistance Program (NAP), which is administered by the Missouri Department of Economic Development.
5. You may also be eligible for other types of grant funding opportunities.

Requirements for Forming and Maintaining a Nonprofit Organization

1. You must be a not-for-profit, charitable organization. You meet this prerequisite if your organization works to maintain public buildings or works, lessen the burdens of government, lessen neighborhood tensions, or combat community deterioration, among other things.
2. You must complete an application.
3. You must file an annual tax return (990, 990-EZ, 990-N) with the IRS. This form is due by the 5th month and 15th day after the organization's fiscal year end.
4. You must file an Annual Registration Report with the State of Missouri. Annual reports are due within 3 months of the organization's anniversary month.
5. You must refrain from endorsing candidates for political office.
6. You must keep financial records to demonstrate the organization complies with tax rules.

The organization could have additional state and federal filing requirements. This would depend on factors such as: product sales, employees and independent contractors.

More Information

Visit www.irs.gov/charities-and-nonprofits or call (877)829-5500



Appendix I.

Sample Agenda

VILLAGE NEIGHBORHOOD ORGANIZATION
1234 Main Street, Springfield, MO
March 12, 2024
6:30-8:00 p.m.

1. Introduction

2. Officer Reports

- a. Secretary
- b. Treasurer
- c. Beautification Chair
- d. Safety Chair
- e. Maintenance Chair - Vacant

3. Old Business

- a. March Bake Sale/Car Wash
- b. Sidewalk Graffiti
- c. Crosswalk improvements in front of Holmes Elementary
- d. Neighborhood 'Welcome!' Kits

4. New Business

- a. Zoning Case in the 1100 Block of Carolina Avenue
- b. Meeting with Police Department about Neighborhood Watch
- c. Wine and Cheese Social at the Village Gallery

5. Open Floor

Trevor shared that he has a neighbor in need of some lawn care services but is not in a position that they can afford to pay someone. The neighbor has offered cookies in exchange for some help. Bob offered his help and is going to coordinate with Trevor.

Jane shared that her new neighbor has a truck and trailer that they have expressed interest in using to help with curbside pickup for the annual neighborhood clean-up this fall.

6. Adjournment

Meeting was adjourned at 7:51 p.m.

The next meeting will be on April 9, 2024, at 6:30p.m. See you there!

Appendix II.

Sample Mission Statement

We, the resident and property-owning members of the Village Neighborhood Organization, sharing a love for the area that we call ‘home’, will work to improve the aesthetic qualities and the overall quality of life in our neighborhood.

Sample By-Laws

VILLAGE NEIGHBORHOOD ORGANIZATION

Amended October 10, 2023

Article I: Purpose

The Village Neighborhood Organization is organized to improve the aesthetic qualities and the overall quality of life within the Village Neighborhood. The specific functions of the neighborhood organization will include, but will not be limited to, crime prevention, improvement of property maintenance, residential unit rehabilitation, business development, increased tree density, and streetscape improvements.

Article II: Boundaries

The Village Neighborhood Organization will cover all land contained within the following boundaries: St. John Street on the north, the back property line of all businesses on the east side Randall Avenue on the east, Holmes River on the south, and Carolina Avenue on the west.

Article III: Members

General membership in the Village Neighborhood Organization shall be open to all residents, business owners, and property owners within the Village Neighborhood. General members who are eighteen (18) years and older may become voting members of the Organization through the payment of annual dues of \$15.00. Each paying member will be entitled to one vote on any given issue.

Article IV: Meetings

General meetings of the Organization will be held on the second Tuesday of every month at 6:30 p.m. in the Holmes Elementary School Gymnasium. Special meetings may be called when necessary. These must be announced at the meeting immediately preceding the special meeting. Twenty-five percent (25%) of the voting membership must be present to constitute a quorum and conduct official business.

Article V: Board of Directors

The Board of Directors of the Village Neighborhood Organization shall consist of seven (7) members who are elected by the Organization. The Board shall consist of four (4) zone members, who are elected by their respective zone to a one-year term. The zones shall conform to the quadrant created by the intersection of Chapel Avenue and Hill Street. The remaining three members of the Board shall be elected to two-year terms by the general voting membership of the entire Organization.

Article VI: Officers

The officers of the Village Neighborhood Organization shall consist of the following: President, Vice-President, Secretary, and Treasurer. Each position shall be filled by a vote of the Board of Directors/membership. The President shall be the chief operating officer of the Organization and shall preside over meetings of the general membership. The Vice-President will serve the same purpose in the absence of the President. This individual will also be the liaison between the Board of Directors and all active committees. The Secretary shall record minutes of each meeting and shall develop the agenda for each upcoming meeting as well. The Treasurer shall have the responsibility of overseeing the financial matters of the Organization. Each officer shall be elected to a one-year term.

Article VII: Elections

Elections of the Board of Directors shall take place at the first meeting of each calendar year. Candidates will be chosen by the popular vote of the voting membership. In case of a vacancy, an election will be held at the meeting following the meeting of announcement of the vacancy. Officers will be elected by the Board of Directors at the first meeting following the first general meeting of each calendar year.

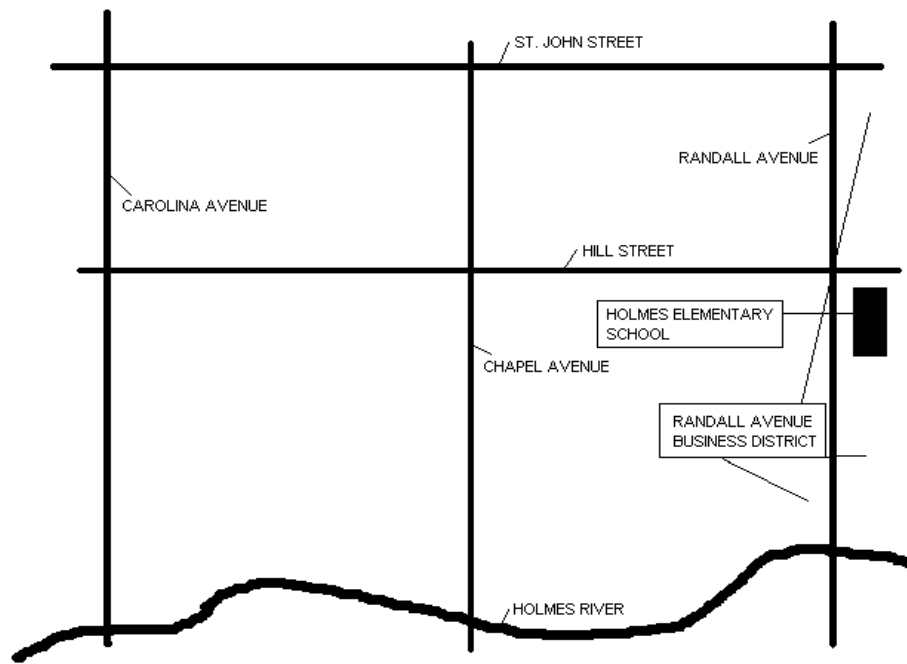
Article VIII: Committees

Committees may be formed to pursue particular issues and to solve individual problems. Each committee must have at least one member of the Board of Directors and one officer in its membership. The committee meetings shall be open to the general public, and they shall be recorded and reported in minutes just as a regular meeting of the membership.

Article IX: Amendments

These by-laws may be amended or repealed by a popular vote of the entire voting membership.

VILLAGE NEIGHBORHOOD ORGANIZATION MAP



Appendix III.

Sample Work Plan

The Village Neighborhood Organization will pursue the following goals in the next year.

Goal 1: Beautify the neighborhood.

Objective 1: Sponsor an annual, neighborhood-wide spring clean-up.

Objective 2: Work with business owners to establish a routine litter pick-up along the Randall Avenue business district.

Objective 3: Start an annual contest for the best-looking residential yards and encourage everyone to participate.

Objective 4: Raise money and pursue a grant to fund tree plantings along St. John Street and Chapel Avenue.

Goal 2: Make the neighborhood safer.

Objective 1: Work with the police department to establish a neighborhood watch.

Objective 2: Work with the City to improve street lighting along Randall Avenue and Hill Street; perhaps, considering the use of a Neighborhood Improvement District.

Objective 3: Improve the two crosswalk facilities adjacent to Holmes Elementary School.

Goal 3: Work to improve property maintenance throughout the neighborhood.

Objective 1: Assemble volunteers to make needed repairs to homes of elderly persons who cannot do them themselves.

Objective 2: Develop a friendly letter from the Organization to send to neighbors whose property maintenance is substandard and is causing blight in the neighborhood.

Objective 3: Sponsor an educational program on how residents can improve the quality of their housing and discuss programs available to them (e.g. the City's rehabilitation loan program, etc.).

Appendix IV.

Sample Minutes

VILLAGE NEIGHBORHOOD ORGANIZATION
1234 Main Street, Springfield, MO
March 12, 2024
6:30-8:00 p.m.

1. Introduction

Meeting was called to order at 6:32 p.m. Neighbors in attendance: John, Jane, Bob, Mary, Trevor, Kim, Paul.

2. Officer Reports

- f. Secretary - Jane motioned to approve the February meeting minutes. John seconded. All voted in favor. Motion carried and meeting minutes were approved.*
- g. Treasurer – John shared that the current balance of the organization’s account is \$256.94. \$40 in annual dues is anticipated to hit the account before the next monthly meeting.*
- h. Beautification Chair – Paul shared that the monthly walk club has begun to pick up trash alongside its route.*
- i. Safety Chair – Jane met with the neighborhood’s PAR officer this month to review the current service requests.*
- j. Maintenance Chair - Vacant*

3. Old Business

- e. March Bake Sale/Car Wash – A total of \$127 was earned at the event, which the neighborhood intends to put toward spring flower plantings in the park.*
- f. Sidewalk Graffiti – No update.*
- g. Crosswalk improvements in front of Holmes Elementary - Holmes Principal shared that they’ve been having success with the new improvements and have seen an increase in children walking to school.*
- h. Neighborhood ‘Welcome!’ Kits – A total of 10 new neighbors have moved in this spring and received a welcome kit. Kim has been gathering donations from local shops and restaurants to include in this summer’s kits.*

4. New Business

- d. Zoning Case in the 1100 Block of Carolina Avenue – Case to go to City Council on March 16th.*
- e. Meeting with Police Department about Neighborhood Watch – There was general interest in the safety chair inquiring about starting a Neighborhood Watch.*
- f. Wine and Cheese Social at the Village Gallery – Coming up on May 11 at 3pm.*

5. Open Floor

Trevor shared that he has a neighbor in need of some lawn care services but is not in a position that they can afford to pay someone. The neighbor has offered cookies in exchange for some help. Bob offered his help and is going to coordinate with Trevor.

Jane shared that her new neighbor has a truck and trailer that they have expressed interest in using to help with curbside pickup for the annual neighborhood clean-up this fall.

6. Adjournment

Meeting was adjourned at 7:51 p.m.

The next meeting will be on April 9, 2034, at 6:30p.m. See you there!

Appendix V.

Sample Budget Sheet

VILLAGE NEIGHBORHOOD ORGANIZATION ANNUAL BUDGET Calendar Year 2024

<u>OPERATING BUDGET</u>	ANNUAL BUDGET	MONTHLY BUDGET
INCOME		
Individual Membership (\$10/person)	400.00	33.33
Business Membership (\$20/business)	500.00	41.67
Grants	500.00	41.67
Private Donation	150.00	
Annual Bake Sale	200.00	
TOTAL INCOME	1,750.00	116.67
EXPENSES		
<i>Administrative Expenses</i>		
Bank Charges	100.00	8.33
Coffee for meetings	75.00	6.25
Letterhead Printing	25.00	2.08
Newsletter	100.00	8.33
Office Supplies	20.00	1.67
Postage	30.00	2.50
Neighborhood T-Shirts	250.00	20.83
Neighborhood Stickers	50.00	4.17
<i>Total Administrative Expenses</i>	<i>650.00</i>	<i>54.17</i>
<i>Fixed Costs</i>		
Meeting Space	150.00	15.00
Secretary of State Filing	20.00	1.67
<i>Total Fixed Costs</i>	<i>170.00</i>	<i>16.67</i>
TOTAL OPERATING EXPENSES AND RESERVE CONTRIBUTION	820.00	68.33
NET INCOME	930.00	48.33

Appendix VI.

Sample Welcome Letter

Dear New Neighbor,

Welcome to the Village Neighborhood! We, the members of the Village Neighborhood Organization, feel that this is a great place to live, and we are very happy to have you as a part of it. Therefore, we would like to give you a brief orientation to your new neighborhood.

One of our great assets is Holmes Elementary School. It is a great location for our children to learn and grow. Adjacent to the school is Randall Park, a place for everyone in the community to meet and relax. Enjoying a walk, a bike ride, or a picnic in the park are some of the ways in which the park can provide numerous fun opportunities. You can shop in the Randall Avenue Business District without even leaving your neighborhood—something that makes our area unique. Finally, the residents of this neighborhood are the best in town! We have a good sense of community, and neighbors have grown close and built friendships through working together. These attributes, and many others, make The Village a great place to live.

You will notice signs that we are active in the area. We have monthly meetings to discuss concerns and opportunities. We work closely with the police department through our neighborhood watch program. This helps to ensure a safe environment for everyone. We sponsor annual spring clean-ups where we dispose trash, fix up our homes, and tidy up our yards. We also distribute a quarterly newsletter. You can expect to start receiving a copy in your mailbox. It will keep you informed of all upcoming activities, especially social functions, where you always have the opportunity to come and join us for a variety of enjoyable events. As you can see, we are an active organization.

Along with our welcome, we would like to extend an invitation for you to join our organization. We have a great group of people who work together to make this an even better neighborhood in which to live. Our meetings are the second Tuesday of every month in the gymnasium of Holmes Elementary. They begin at 6:30p.m., but you are welcome to come early for a ‘meet and greet.’ We hope that you will join us.

Again, welcome to the neighborhood! We are happy to have you here, and we look forward to getting to know you. Feel free to call us if you have any questions. A helpful list of phone numbers has been included with this letter. Hope to see you soon!

Sincerely,

(Insert all officer signatures here.)

The Village Neighborhood Organization

Appendix VII.

Sample Neighborhood Letter of Concern

Village Neighborhood Organization

Date _____

To our neighbor, the owner/resident of the home at _____ :

Someone within the neighborhood has brought a concern to our attention. As your neighbors, we would like to request that you try to solve the following problem:

Your concerned neighbors in the Village are very proud of our neighborhood. It is a safe, fun, and healthy environment for adults and children alike. However, we are not without our problems. When we can identify them, we do our best to communicate with residents and work together to solve problems. Therefore, we would like to request your help in continuing to make the Village a great place to live and work. Please help us by solving the problem that is mentioned above.

If you are able to solve this problem, we would appreciate your prompt attention. If, however, you are unable to solve it, we are here to help. There is a group of your neighbors who has volunteered to help with occasional issues, such as hauling large trash items, disposing of yard waste, and making minor exterior home repairs for those who are physically unable. If we are unable to help you, there still are resources available within the city that may prove beneficial. If your home is in need of either interior or exterior renovations, assistance is available. The Grants and Program Implementation Division of the Department of Planning and Development provides low-interest loans for home rehabilitation. Furthermore, the Village Neighborhood Organization conducts an annual neighborhood clean-up. We locate several large dumpsters in the parking lot of Holmes Elementary, and you are encouraged to bring trash that is occupying your home and your lot.

If you have any questions or concerns, please contact us. We have inserted a helpful phone list along with this letter. If your problem is the timeframe of solving this issue, we would like to know. If, within two weeks, the problem has not been solved and we have not been contacted, then we will pursue a solution through our municipal services. If you are renting this property and this issue is not your responsibility, please pass this letter to your landlord as soon as possible.

We would like to thank you for your attention to this matter. We would also like to invite you to become active in our organization, if you are not already involved. We are proud of the Village, our great neighborhood. Help us to maintain and improve our quality of life for ourselves and for our good community.

Sincerely,

(Insert all officer signatures here.)

The Officers of the Village Neighborhood Organization

