



RESOURCE GUIDE



Program Overview/ Resumen general del programa

Next Level Neighborhoods (NLN) is an exciting opportunity to make a positive, lasting impact in your community. NLN Leaders collaborate with their neighbors to complete activities that build a sense of community, strengthen neighborhood resilience, and promote civic engagement.

Building off the strong foundations of the Sustainable Neighborhoods and Neighborhood Connections programs, NLN focuses on three pillars of sustainability (Environmental, Social, and Community Capital) to create a meaningful, comprehensive program that is fully customizable to fit each neighborhood's unique personality.

Participating neighborhoods will be supported by City staff and be a part of a growing network of NLNs in Fort Collins. Throughout the year there will be opportunities for collaboration, recognition of achievements, involvement in City initiatives, and project funding. All participating neighborhoods will receive a Next Level Neighborhoods sign to display at their neighborhood entrance and will achieve badges throughout the year for completing activities.

Next Level Neighborhoods (NLN) es una emocionante oportunidad para lograr un impacto positivo y duradero en su comunidad. Los líderes de la NLN colaboran con sus vecinos para llevar a cabo actividades que construyan un sentido de comunidad, fortalezcan la resistencia del vecindario y promuevan el compromiso cívico.

Partiendo de las sólidas bases de los programas Vecindarios Sostenibles y Conexiones Vecinales (Sustainable Neighborhoods and Neighborhood Connections), NLN se centra en tres pilares de la sostenibilidad (medioambiental, social y capital comunitario) para crear un programa significativo e integral que se puede adaptar totalmente a la personalidad única de cada vecindario.

Los vecindarios participantes contarán con el apoyo del personal de la ciudad y formarán parte de una red creciente de NLN en Fort Collins. A lo largo del año habrá oportunidades de colaboración, reconocimiento de logros, participación en iniciativas de la ciudad y financiación de proyectos. Todos los vecindarios participantes recibirán un póster de Next Level Neighborhoods para exhibirlo en la entrada de su vecindario y conseguirán insignias a lo largo del año por haber completado actividades.

How It Works/ Cómo funciona

The NLN program year spans April 1st - March 31st. During the year, a small team of volunteers for your neighborhood will plan and carry out activities with and for the neighborhood and report activity outcomes. These NLN Leaders will gather throughout the year with those from other neighborhoods to share ideas, problem solve, and partner on projects.

NLNs complete the following annually:

1. Create an **annual outreach plan**. Outreach plans should include ways to promote your activities and involve neighbors throughout the year. You will be provided with examples of outreach plans to guide you. This step is required.
2. **Conduct at least one activity per quarter** (4 activities total per year). This is required of all Next Level Neighborhoods.
3. **Achieve the required badges for the year**. Each year, we will have badges that neighborhoods are required to obtain in order to stay active in the program. These badges, which are designed to be simple

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to achieve, are the minimum activity requirements and an important theme for the year. In 2022, the required badges will be:

- a. Sustainability Badge: Conducted at least one activity from each category of sustainability
 - b. Healing Badge: Conducted at least one activity that promotes healing, with an emphasis on mental/emotional well-being.
4. **Optional Bonus Badges:** Each year there will also be Bonus Badges that can be achieved. These are not required, but can serve as inspiration for your neighborhood plans. Bonus Badges will take a bit more effort and creativity to earn than the required badges. Each year we will introduce new badges and “retire” some older ones, keeping the program relevant and current. Example Bonus Badges:
- a. Pollution Preventer: Complete 10 activities in Environmental Sustainability with at least 1 activity that reduces air pollution, 1 that improves water quality, and 1 that reduces solid waste
 - b. Social Butterfly: 10 social and community building activities (potlucks, block parties, book or walking clubs, etc.)
 - c. Locavore: Source all activity refreshments from local growers/producers

Badges will be displayed on the NLN sign in your neighborhood as well as the City of Fort Collins website. See the section titled “A Closer Look at Badges” for more details!

El año del programa de la NLN abarca del 1 de abril al 31 de marzo. Durante el año, un pequeño equipo de voluntarios de su vecindario planeará y llevará a cabo actividades con y para el vecindario e informará de los resultados de las actividades. Estos líderes de NLN se reunirán a lo largo del año con los de otros vecindarios para compartir ideas, resolver problemas y asociarse en proyectos.

Los NLNs completan lo siguiente anualmente:

1. Crear un **plan anual de divulgación**. Los planes de divulgación deben incluir formas de promover sus actividades e involucrar a los vecinos a lo largo del año. Se le proporcionarán ejemplos de planes de divulgación para orientarle. Este paso es necesario.
2. **Realizar al menos una actividad por trimestre** (4 actividades en total al año). Esto es necesario en todos los vecindarios de Next Level.
3. **Conseguir las insignias requeridas para el año**. Cada año, tendremos de 2 a 3 insignias que los vecindarios deben obtener para permanecer activos en el programa. Estas insignias, diseñadas para que sean sencillas de conseguir, son los requisitos mínimos de la actividad con un tema importante para el año. En el 2022, las insignias requeridas serán:
 - a. Hat Trick (truco del sombrero): Realización de al menos una actividad de cada categoría de sustentabilidad
 - b. Healing Badge (insignia de curación): Realización de al menos una actividad que promueva la curación y la resiliencia, con énfasis en la salud mental/emocional y el bienestar. Se proporcionarán sugerencias de actividades y recursos.
4. **Insignias de bonificación opcionales:** Cada año habrá también insignias de bonificación que se pueden conseguir. No son obligatorias, pero pueden servir de inspiración para sus planes en el vecindario. Las insignias de bonificación requerirán un poco más de esfuerzo y creatividad para ganarlas que las insignias obligatorias. Cada año introduciremos nuevas insignias y “retiraremos” algunas más antiguas, para mantener el programa relevante y actual. Ejemplo de insignias de bonificación:

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- a. Pollution Preventer (prevenidor de la contaminación): Completar 10 actividades en Sustentabilidad Ambiental con al menos 1 actividad que reduzca la contaminación del aire, 1 que mejore la calidad del agua y 1 que reduzca los residuos sólidos.
- b. Social Butterfly (mariposa social): 10 actividades sociales y de fomento de la comunidad (caceroladas, fiestas de vecindario, clubes de lectura o de senderismo, etc.)
- c. Locavore: Obtenga todos los refrigerios a partir de actividades de los cultivadores/productores locales.

Las insignias se mostrarán en el póster de la NLN en su vecindario, así como en la página web de la ciudad de Fort Collins. Consulte el apéndice para obtener más detalles sobre las insignias.

Activities/ Actividades

The activities you plan and complete in your neighborhoods are what Next Level Neighborhoods is all about! From book clubs to community gardens, block parties to educational presentations, there is no limit to the creative and impactful ways you can build community and make a difference in your neighborhood.

Activities fall into one or more of the three categories of sustainability:

1. **Environmental Sustainability** activities may focus on conservation, ecological health, and climate resilience in both human and non-human environments.
2. **Social Sustainability** includes activities that build community, involve volunteerism or social safety net projects, advance equity, or improve livability.
3. **Community Capital** activities will promote the neighborhood-level economy; not just small business support, but non-monetary exchanges of services, expertise, and goods among neighbors, as well as professional development for residents and infrastructure improvements.

Neighborhoods are encouraged to plan and complete activities that support their goals and fit their neighborhood's unique culture. Later in this guide there is a comprehensive list of activities for each category of sustainability that you can choose from or use as inspiration to create your own.

Remember, you need to complete at least one activity per quarter. If that requirement worries you, know that neighborhoods that participated in our Sustainable Neighborhoods pilot typically completed about 1 activity per quarter in their first year, and this increased to 4-8 activities every quarter later on! There is no "one size fits all" number of activities and every neighborhood is unique. In other words, *you've got this*. In this program you'll have access to the support and ideas of NLN Leaders, City staff, and other resources that we will get to in this guide.

So, how do you know if you're successful (other than earning some pretty cool badges?) There is not one set way to measure success, but there are a few things to keep your eyes on:

- **Participation:** There are no minimum participation requirements for your activities, but you should generally see your numbers rise over the course of the year. If we see that participation is consistently low, or if you are worried about participation, we can work with you to improve marketing and outreach in your neighborhood.
- **Feedback:** Are you asking for and receiving feedback on your activities, outreach, and other aspects of the program? While you do not need to ask participants to fill out a survey after every activity, make

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sure you are checking in with your neighbors periodically to know why they are (or are not) attending activities, what activities they'd like to see, and any ideas they may have for making the program even better. Hint: This is also a great way to know who may be interested in joining your leadership team!

- **Impact Tracking:** We may ask you to track some of the numbers behind your activity's impact. Don't worry, we won't overdo it! For instance, if you hold a lightbulb swap in your neighborhood and swap out traditional bulbs for energy-efficient LEDs, we may ask you to calculate the wattage saved. Hint: It's important to think through what you want to track and how you will do that when you are in the planning stage for an activity.
- **Goal setting:** Throughout the year, return to any goals you may have outlined in your outreach plan and see if you are making progress. If not, we can help you get back on track.

Las actividades que planean y completan en sus vecindarios son el objetivo de Next Level Neighborhoods. Desde los clubes de lectura hasta los jardines comunitarios, pasando por las fiestas de vecindario y las presentaciones educativas, no hay límite para las formas creativas e impactantes de construir una comunidad y marcar la diferencia en su vecindario.

Las actividades pertenecen a una o varias de las tres categorías de sustentabilidad:

1. Las actividades de **Sustentabilidad medioambiental** pueden centrarse en la conservación, la salud ecológica y la resistencia al clima tanto en entornos humanos como no humanos.
2. **La Sustentabilidad social** incluye actividades que construyen la comunidad, implican el voluntariado o proyectos de la red de seguridad social, promueven la equidad o mejoran la habitabilidad.
3. Las actividades de **Capital comunitario** promoverán la economía del vecindario; no sólo el apoyo a las pequeñas empresas, sino los intercambios no monetarios de servicios, conocimientos y bienes entre los vecinos, así como el desarrollo profesional de los residentes y la mejora de las infraestructuras.

Se anima a los vecindarios a planear y realizar actividades que apoyen sus objetivos y se ajusten a la cultura única de su vecindario. Más adelante en esta guía se presenta una lista completa de actividades para cada categoría de sustentabilidad que puede elegir o utilizar como inspiración para crear la suya propia.

Recuerde que debe realizar al menos una actividad por trimestre. Si este requisito le preocupa, sepa que los vecindarios que participaron en nuestro proyecto piloto de Vecindarios Sostenibles (Sustainable Neighborhoods) realizaron normalmente una actividad por trimestre en su primer año, y esto aumentó a de 4 a 8 actividades cada trimestre más adelante. No hay un número único de actividades y cada vecindario es único. En otras palabras, *puede lograrlo*. En este programa tendrá acceso al apoyo y las ideas de los líderes de la NLN, el personal de la ciudad y otros recursos a los que llegaremos en esta guía.

Entonces, ¿cómo sabe si ha tenido éxito (además de ganar unas insignias muy bonitas?) No hay una forma fija de medir el éxito, pero hay algunos aspectos en los que hay que fijarse:

- **Participación:** no hay requisitos mínimos de participación en sus actividades, pero, en general, debería ver aumentar sus cifras a lo largo del año. Si vemos que la participación es sistemáticamente baja, o si le preocupa la participación, podemos trabajar con usted para mejorar el marketing y la difusión en su vecindario.
- **Comentarios:** ¿Pide y recibe comentarios sobre sus actividades, la divulgación y otros aspectos del programa? Aunque no es necesario que pida a los participantes que rellenen una encuesta después de cada actividad, asegúrese de que comprueba periódicamente los motivos por los que asisten (o no) a las actividades, las actividades que les gustaría ver y las ideas que puedan tener para mejorar el programa.

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Una pista: También es una buena manera de saber quién puede estar interesado en unirse a su equipo de liderazgo.

- **Seguimiento del impacto:** es posible que le pidamos que haga un seguimiento de algunas de las cifras del impacto de su actividad. No se preocupe, no nos excederemos. Por ejemplo, si organiza un intercambio de bombillas en su vecindario y cambia las bombillas tradicionales por LEDs de bajo consumo, podemos pedirle que calcule el ahorro en vatios. Una pista: Es importante pensar en lo que se desea dar seguimiento y en cómo se hará cuando se esté planeando una actividad.
- **Fijación de objetivos:** A lo largo del año, vuelva a los objetivos que haya trazado en su plan de divulgación y compruebe si está progresando. Si no es así, podemos ayudarle a retomar el camino.

Resources available/ Recursos disponibles

To support your neighborhood in becoming Next Level, we have several helpful resources available.

Annual Funding for NLN activities: Each neighborhood will be provided annual funding towards their project activities. The amount provided will be re-determined annually based on available funding and programmatic needs. This money can be used to fund equipment/supplies, printing costs, refreshments, facility reservations, and other expenses related to implementing program activities. The money cannot be used for alcohol or marijuana purchases, political campaigning, HOA business expenses, donations to charitable organizations, or improvements to private property owned by an individual (neighborhood common areas **are** eligible for this funding). The Neighborhood Services Department reserves the right to assess appropriate uses of the annual funding for NLN.

Non-Monetary Support: This comes through City staff and programs as well as partners throughout the community. You will also have the support of the NLN network and Leaders.

At the City, you will have the direct support of at least two staff, a “Friend at the City” and a Neighborhood Services team member.

Your “Friend at the City” is your neighborhood’s cheerleader! These Friends come from departments across the organization and will attend some of your activities, as well as support you with:

- Identifying and scheduling speakers or subject matter experts
- Providing specialized trainings, workshops, and information
- Brainstorming ideas and troubleshooting challenges

You will also have the support of a Neighborhood Services team member that can assist with all of the above, plus:

- Printing activity flyers or materials
- Activity proposals and feedback forms
- Coordinating NLN Leader Gatherings
- Any other support you need

If you’re ever unsure of who to direct a question to, email nextlevel@fcgov.com

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And don't forget that the best resource you have is your neighborhood! The responsibility of being a NLN Leader should not fall on one person. It is meant to be a team effort. So, reach out, collaborate, succeed! If you are having trouble finding neighbors to help you, reach out to your fellow NLN Leaders and Neighborhood Services for ideas and guidance.

Para ayudar a su vecindario a convertirse en Next Level, disponemos de diversos recursos de utilidad.

"Dinero de base" para las actividades de NLN: Cada vecindario recibirá una financiación anual para las actividades de su proyecto. La cantidad proporcionada se volverá a determinar anualmente en función de los fondos disponibles y de las necesidades programáticas. Este dinero puede utilizarse para financiar equipos/suministros, costes de impresión, bebidas refrescantes, reservas de instalaciones y otros gastos relacionados con la realización de las actividades del programa. El dinero no puede utilizarse para la compra de alcohol o marihuana, campañas políticas, gastos de negocios de la Asociación de Propietarios (HOA, por sus siglas en inglés), donaciones a organizaciones benéficas o mejoras en la propiedad privada de un individuo (las zonas comunes del vecindario son elegibles para esta financiación). El Departamento de Servicios Vecinales se reserva el derecho de evaluar los usos apropiados de la financiación anual de la NLN.

El apoyo no monetario proviene del personal y los programas de la ciudad, así como de los socios de toda la comunidad. También tendrá el apoyo de la red y de los líderes de NLN.

El personal de la ciudad puede ayudarle a:

- Identificar y programar ponentes o expertos en la materia
- Impresión de folletos o materiales de actividades
- Proporcionar capacitación especializada, talleres e información
- Promover sus actividades
- Lluvia de ideas y resolución de problemas

¡No olvide que el mejor recurso que tiene es su vecindario! La responsabilidad de ser un líder de NLN no debe recaer en una sola persona. Se trata de un esfuerzo de equipo. Así que, ¡tíndala la mano, colabore, triunfe! Si tiene problemas para encontrar vecinos que le ayuden, póngase en contacto con sus compañeros líderes de NLN y con los servicios vecinales para obtener ideas y orientación.

Tracking and Recording Your Progress/Seguimiento y registro de su progreso

NLN utilizes the city's volunteer and program website, Engage. Through this website, you'll be able to propose, track, and provide feedback on your activities. Your time spent on activities will also be tracked as volunteer hours for the city! It is important to be timely with providing feedback on your activities, so you don't forget how they went. Check out the appendix for step-by-step instructions on completing these forms in Engage. Staff will also cover information about Engage and forms at the leadership training sessions each year.

NLN utiliza Engage, el sitio web de voluntarios y programas de la ciudad. A través de este sitio web, podrá proponer, seguir y dar su opinión sobre sus actividades. El tiempo que dediques a las actividades también se contabilizará como horas de voluntariado para la ciudad. Es importante ser oportuno a la hora de proporcionar información sobre sus actividades, para que no olvide cómo han ido. Consulte el apéndice para ver las

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instrucciones paso a paso para rellenar estos formularios en Engage. El personal también cubrirá la información sobre Engage y los formularios en las sesiones de formación de líderes de cada año.

Tips for Success/ Consejos para obtener éxito

- If you're unsure of what activities to plan, start with what you know about your neighborhood. Are there certain hobbies people have, places they like to go, or times that they like to socialize? Start with activities that meet people where they are at. This will get people engaged and coming back for activities that may be new for them!
- It is ok to go slowly. You probably joined this program because you want to make a big difference in your community, and it's hard not to feel a sense of urgency! However, completing fewer activities that are done well will be more impactful than pushing to do too much.
- Don't go it alone! Make sure duties and tasks are divided among a small team of leaders in your neighborhood. Then no one will get stretched too thin, you can play to each other's strengths, and have a wider reach in your neighborhood. Not every Neighborhood Leader needs to be involved in every neighborhood activity. Neighborhood Services staff can help work with your team to identify strengths and interest areas to help divide up the workload.

- Si no está seguro de qué actividades planear, empiece por lo que conoce de su vecindario. ¿Hay ciertas aficiones, lugares a los que les gusta ir o momentos en los que les gusta socializar? Comience con actividades que se ajusten a las personas en el lugar en el que se encuentran. Esto hará que la gente se comprometa y vuelva a las actividades que pueden ser nuevas para ellos.
- Está bien ir despacio. Probablemente se haya unido a este programa porque desea hacer una gran diferencia en su comunidad, ¡y es difícil no sentir una sensación de urgencia! Sin embargo, completar menos actividades que se hagan bien será más impactante que presionar para hacer demasiado.
- No lo haga solo. Asegúrese de que los deberes y las tareas se reparten entre un pequeño equipo de líderes en su vecindario. De esta forma, nadie se verá obligado a trabajar demasiado, podrán aprovechar los puntos fuertes de cada uno y tendrán un mayor alcance en su vecindario. No todos los líderes vecinales tienen que participar en todas las actividades del vecindario. El personal de Servicios Vecinales puede ayudar a trabajar con su equipo para identificar los puntos fuertes y las áreas de interés para ayudar a dividir la carga de trabajo.

Appendix/ Apéndice

1. A Closer Look at Badges/ Una mirada más cercana a las insignias
2. Engage User Guide/ Guía de usuario de Engage
3. Outreach Plan Template/Plantilla de plan de comunicación
4. Activity Lists/Listas de actividades

A Closer Look at Badges

The activities you complete earn your neighborhood badges throughout the year. 2 badges are required to be earned each year: the Achievement Badge and a special badge that will change annually based on relevant events, priorities, or community need.

There will also be Bonus Badges you can earn, but these are not required. They are intended to inspire, reward, and guide you as you plan activities. Like the required special badge, these Bonus Badges will rotate annually. Have an idea for a future badge? Let us know!

Some badges will be designed by local artists, and we welcome artistic residents of participating neighborhoods to get involved when we do our call for artwork!

Badges will be awarded virtually throughout the year as they are earned, and at the end of the NLN year we will award physical badges to be attached to the NLN sign in your neighborhood.

Designs for 2022 are coming soon!

2022 Required Badges



At least 1
activity from
each area of
sustainability



At least 1 activity
that promotes
mental/emotional
wellbeing

Healing Badge Activity Ideas:

- Neighborhood exercise class
- Create art or music together
- Guided group meditation
- Neighborhood talent show
- Group hike at a natural area
- Neighborhood dog/pet meet-up

Earned by
completing:

2022 Bonus Badge



At least 1 activity
that improves
Social Connectivity

Readiness Badge Activity Ideas:

- Create neighbor check-in lists or phone trees
- Group CERT training from FEMA
- Host a workshop on weather/disaster preparedness
- Distribute public health info and resources
- Create home/car emergency kits

Earned by
completing:

Engage User Guide for Next Level Neighborhoods

[Engage](#) is the City of Fort Collins' Volunteer and Activity Management Software. Once you have an account in Engage, Neighborhood Services staff will put you into the Next Level Neighborhoods volunteer group. This will enable you to view your activities and access the NLN Discussion Board, where you can share ideas and ask questions with other participating neighborhoods. You can have more than one person from your neighborhood leadership team be a volunteer in Engage.

The basic steps for each activity are as follows:

1. NLN Leader submits an activity proposal.
2. Neighborhood Services staff review proposal and create an activity in Engage. NLN Leader is assigned to activity.
3. After activity occurs, NLN Leader automatically receives a feedback form where they report activity results.
4. NLN Leader is automatically credited volunteer hours for the activity.

In this guide we will go over the activity proposal and feedback forms as well as the NLN Discussion Board. For general Engage help, such as how to create an account and log-in, please see the user guides at fcgov.com/volunteer/engage-help-guides

Note: At this time, Engage is only available in English.

Submitting a planned activity

Before you complete an activity, you must let us know by sending in an activity proposal. These proposals let us know if you need any support or resources, keep us aware of your plans, and are what we use to create your activity in Engage. Activity proposals are designed to be simple and not take much of your time. To submit a proposal, head to [this form](#). (We recommend bookmarking this, but we will also keep it on our [Next Level Neighborhoods website](#) in case you need it.)

On the next page, we will go through a form example.

Engage User Guide for Next Level Neighborhoods

Available Request Dates

Date Requested: 02/10/2022

Pick your requested date below. Available dates are highlighted with green. We require 0 days of lead time for programs.

Start here!

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

My Contact Info

Emily K Olivo
(970) 510-6638
eolivo@fcgov.com

Request Details

Start Time:*

HH:MM XM

End Time:*

HH:MM XM

Alternative Date:

02/09/2022

You do not have to fill this in if you don't have an alt. date in mind.

Neighborhood Name *

Select One...

Please provide a descriptive title for your activity. If you are completing an activity from the NLN Guide, please use the activity name listed there. *

Please provide a descr...

Think "Edora Park Litter Clean Up" vs just "Clean up"

Program Type *

Event

Workshop

Club

Outreach

Will this event repeat? For instance, a club may meet monthly. If so, provide the dates here (even if they are just an estimate. We can update as needed.)

Will this event repeat...

What area of sustainability does this activity fall under? If it falls under more than one, pick the primary focus or intent of your activity. *

Environmental

Social

Community Capital

Will this involve collaborating with or mentoring another neighborhood? *

Yes

No

Additional Comments...

Do you need any city support? Finding a guest speaker, printing flyers, etc.

Do you need any city s...

Additional Comments:

Additional Comments

Don't forget to hit submit!

Cancel

Submit Request

Post-activity reporting

After an activity occurs, you'll automatically receive a feedback request to your email. You'll also see it appear on your [Dashboard](#) in Engage. If you had more than one person volunteer to make this activity happen, only one of you should complete this. Like the proposals, we have aimed to keep these forms as simple as possible while still allowing us to have a record of (and for you to brag about!) your impact.

Engage User Guide for Next Level Neighborhoods

Feedback - NLNH: Environmental Activity Preview

Evaluation for: Activity Title on 01/31/2022 at Place Name

Volunteer Info:

You have been credited x.x hours for this assignment. This can be adjusted below:

Hours Earned: * ?

x.x

These hours are important because they will show your contributions as a city volunteer for this program. Engage will automatically fill in the length of time of the activity. Feel free to change the hours to reflect the amount of time you put in, which may include planning or set up time.

Attendance:

Children ?

Children

Adults ?

Adults

Mixed Ages ?

Mixed Ages

Total ?

Total

Instructions:

Fill this out for your activity!

What themes or topics did this activity support? *

- Waste diversion (composting, recycling, reuse, etc.)
- Energy conservation
- Water conservation
- Air quality (indoor or outdoor)
- Water quality (pollution prevention, stormwater stuff)
- Ecological health (habitat or landscape improvements, pollinator gardens, etc.)
- Environmental Education
- Civic Engagement

This is not required but can really show your impact.

Additional Comments...

Please write out any relevant quantifiable data you may have collected. Example: "We swapped out 50 incandescents for LEDs, saving 500 watts of energy."

Please write out any r...

Did you meet your goals/desired outcomes for this activity? *

Yes No

Additional Comments...

This will be immensely helpful for other neighborhoods who want to complete a similar activity.

Would you do this activity again or recommend it to other neighborhoods? If so, are there any changes you would make? *

Yes No

Additional Comments...

Don't forget to hit send!

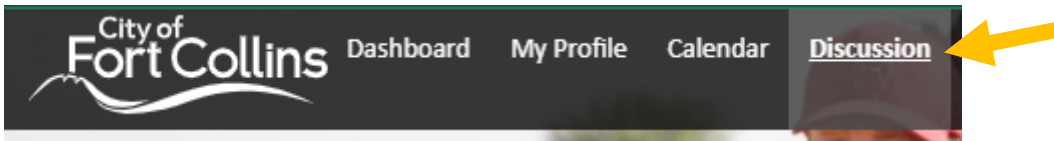
Send Feedback

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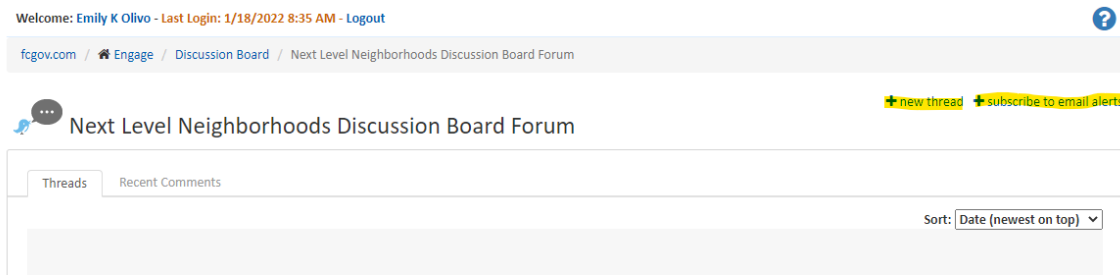
Discussion Board

The NLN Discussion Board is a place for participating neighborhoods to share ideas and resources, troubleshoot problems, upload photos of your activities, and collaborate! For instance, after you complete an activity, you could upload some of your planning docs to the discussion board for others to see. Or maybe you'd like to share some impressive before and after photos from a project. Or, perhaps you want ask others who the best speaker would be for your upcoming workshop. This discussion board is one more level of support for your NLN journey.

To access the discussion board, simply click "Discussion" at the top of the page in Engage. Then, select the NLN Board from the list of options.



Once in the board, you can start a new discussion thread or subscribe to email alerts using the buttons on the upper right:



You can also respond to discussion threads and comments already posted.

If you ever see something problematic or unethical posted in the Discussion Board, please alert staff by contacting nextlevel@fcgov.com.

Logging Additional Volunteer Hours

If you conduct NLN work not tied to a specific activity, like planning, meetings, or administrative tasks, you can and should account for those hours in Engage. Or, perhaps you have an ongoing project that does not have a set day/time but still requires your time. An example of this could be tending to a community garden. These hours, too, should be accounted for. Here's how to log those hours:

1. Log into Engage and select Dashboard at the top of the page. (You may be automatically sent to this page upon log-in.)
2. On the Opportunities tab, select "Report Next Level Neighborhoods Hours Visit."

Engage User Guide for Next Level Neighborhoods

Welcome: Emily K Olivo print schedule

To Do My Assignments Opportunities My Activities Upcoming Activities More ▾

Volunteer Opportunities

Activities are displayed based on your interests. To show more or less activities, edit the interests on your profile. If applicable, Site Visits are shown at the bottom.

- [Schedule/Report Intern Visit »](#)
- [Report Next Level Neighborhoods Hours Visit »](#)
- [View all Available Opportunities »](#)
- [View all Adopt A Neighbor »](#)
- [View all Tree Branch Removal »](#)

3. Complete the form and select Save. Note: You can input hours that have already occurred or are upcoming. If submitting future hours, you will receive email reminders about the “site visit.”



New Next Level Neighborhoods Hours Visit (CDNS)

Schedule a site visit before you go. After performing any volunteer duties click the "Finish Report Now" button to see the entire form.

Date of Service*

Time* ⓘ

Hours* ⓘ

Neighborhood *

What project/program/activity did you work on? * required to complete report

Neighborhood Outreach Plan

Development of a Neighborhood Outreach Plan will provide a framework for how your leadership team will inform and engage residents. *This plan will be submitted electronically, but the tables below will help you discuss and think through the details.* Before you complete this, we highly recommend that you meet with your team to discuss all the outreach channels you have or would like to have, information about each channel (web addresses, frequency of use, etc.), and who the primary contact person will be for each channel.

For each channel category that you select, you should then provide a description of its current state:

- Existing
- Existing; needs improvement
- Does not exist
- Does not exist; we will develop this

In the “Notes” field, please include website address, followers, users, etc. as applicable. In the “Point Person” field, please include the name of the person who will oversee each respective channel.

Phone Channels

Channel	Status	Notes	Point Person
Phone Tree	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Text Message Group	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Other Phone Outreach	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		

In-person Channels

Channel	Status	Notes	Point Person
Door-to-Door	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Neighborhood or HOA Meetings	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		

Neighborhood Outreach Plan

Other In-Person Outreach	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
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Electronic Channels

Channel	Status	Notes	Point Person
Group Text Message	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Phone Tree	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Electronic Newsletter	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Online Invitation System	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Neighborhood Website	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Google Group	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Facebook Group	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist		

Neighborhood Outreach Plan

	<input type="checkbox"/> Does not exist; we will develop this		
NextDoor Neighborhood Page	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Twitter Account	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Other Social Media or Electronic Outreach	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		

Publication and Mailing Channels

Channel	Status	Notes	Point Person
Printed Newsletter	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Direct Mailings	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Signage or Flyers	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		
Other outreach	<input type="checkbox"/> Existing <input type="checkbox"/> Existing; needs improvement <input type="checkbox"/> Does not exist <input type="checkbox"/> Does not exist; we will develop this		

Next Level Neighborhoods Activity Catalog

This booklet outlines numerous ways you can make an impact and build community in your neighborhood!

Activities will have varying degrees of complexity or difficulty, which we label **Green** (simplest), **Yellow** (a bit more challenging), and **Red** (most complex.) Note that simple does not mean less impactful!

If you see an activity you'd like to complete but don't know how to begin, let us know! We have a contact or existing program we can connect you with for each activity listed here.

Neighborhoods are welcome to complete activities not found here, but it is highly recommended that neighborhoods completing their first year in NLN focus on these suggestions and on **Green** activities.

Environmental Sustainability Activities

Activity	Options	Level
Fireplace Replacement: Reduce the number of wood-burning fireplaces in use in your neighborhood to improve indoor and outdoor air quality	Host an educational presentation.	Green
	Coordinate a fireplace replacement program.	Red
Living with Wildlife: Learn how to Reduce conflicts with coyotes, skunks, foxes and other wildlife using humane coexistence techniques.	Host an educational presentation.	Green
	Work with your neighbors to wildlife-proof homes in your neighborhood.	Yellow
Coordinate a Neighborhood Carpool System: Reduce the number of vehicle trips your neighborhood makes.	Encourage neighbors to carpool or pick up items for one another when running errands. Set up a prize system to incentivize participation.	Green
Anti-Idling Initiatives	Establish an anti-idling pledge and provide educational information. Hand out anti-idling signs or bumper stickers.	Green
Participate in the Healthy Homes Program to improve indoor air quality	Hold a community conversation about radon and create radon kits.	Yellow
	Create and deliver your own all-natural, cleaners (recipe provided by the Healthy Homes program)	Yellow
	Host a workshop on the Healthy Homes principles with a Healthy Homes kit to take home	Green
	Encourage neighbors to complete a Healthy Homes Assessment online or over the phone.	Green
Home Water and Irrigation System Audits	Partner with Fort Collins Utilities Water Conservation Team to identify home and irrigation inefficiencies through a free audit.	Green
Storm Water Education: Reduce water pollution through education on stormwater drainage	Host an educational presentation by Fort Collins Utilities staff.	Green
	Create and deliver vehicle fluid spill kits to neighbors.	Yellow

Next Level Neighborhoods Activity Catalog

Water Conservation Best Practices Pledge	Create a neighborhood-wide pledge to reduce your water usage by turning the faucet off when washing dishes and brushing your teeth, only run your dishwasher and clothes washer for full loads, etc.	Green
Fertilizer and Pesticide Reduction Campaign	Educate neighbors and provide resources on the impacts of some fertilizers and pesticides. Provide alternatives, and encourage neighbors to commit to reducing their fertilizer/pesticide use.	Green
Neighborhood Tree Inventory	Identify what trees you have in your neighborhood and the habitat they may provide.	Green
Curbside Recycling Sign-up	Encourage curbside recycling by residents as part of their trash service.	Green
	Make recycling as easy and simple as possible by providing recycling guides.	Green
Compost Workshop and Leaf Recycling	Host a workshop on backyard composting.	Green
	Coordinate an annual leaf clean up with a local composting company.	Yellow
Solar Mapping	Map the solar potential of rooftops in your neighborhood and share the results with neighbors.	Green
Take the Earth Day Challenge	Compete in the Shift FoCo Earth Day Challenge with your neighbors. Win prizes by taking actions to reduce your impact.	Green
Power Check	Encourage your neighbors to use the online MyWater and MyEnergy tools from Fort Collins Utilities to monitor your utility use, control your costs, and conserve resources.	Green
Efficient Porch Lights and Light Impact Assessment	Learn about light pollution and best practices for reducing it through the Fort Collins Night Sky program.	Green
	Replace porch lights throughout your neighborhood with energy efficient bulbs and fixtures that reduce light pollution.	Yellow
Electric Lawn Equipment	Promote the use of electric lawn equipment. Research and communicate different purchasing options with the community.	Green
	Host an electric mower rodeo, where neighbors can see and test out different kinds of electric mowers.	Yellow
Household Hazardous Material Recycling	Organize a special collection to learn about the types of hazardous materials that can be recycled and where to take them.	Red
Tree Planting	Plant trees with your neighbors in yards or along the street.	Yellow

Next Level Neighborhoods Activity Catalog

Increase Xeriscaping in your Neighborhood	Encourage neighbors to sign up for Garden in a Box, which provides low-water plants that can take the place of grassy areas.	Green
	Partner with Fort Collins Utilities to host or attend a Xeriscape Workshop. Learn about water-wise landscaping and tour local xeriscape gardens.	Green
Native Plant Workshop	Hold a workshop to educate neighbors on which native plants work well for landscaping and why they are important for the ecosystem.	Green
Noxious Weed Removal	Hold a workshop to educate neighbors on how to identify and remove noxious weeds, then spend a day together removing these threatening plants.	Yellow
Green Building Design Workshop	Hold a workshop with local experts to educate neighbors on green building design options including landscaping for energy and green roofs.	Green
Stream Bank and Adopt-a-Gulch Projects	Protect vegetation and prevent erosion around neighborhood waterways; commit to regular cleanup days of local waterways.	Yellow
Soil Amendment	Add materials to neighborhood soil to improve its capacity.	Yellow
Hard to Recycle Event	Hold an event for neighbors to drop off hard-to-recycle items	Yellow
Carbon Footprint Challenge	Create a neighborhood challenge for reducing household carbon footprints.	Green
Rain Barrel Workshop	Hold a workshop to inform residents of what they need to know for installing rain barrels in their yards. You could even make and decorate a rain barrel to give away at the workshop.	Yellow
Vehicle Maintenance Educational Workshop	Learn to improve efficiency, reduce emissions, and prevent/manage fluid leaks.	Green
Plant a pollinator garden	Research what plants support native pollinators and plant them with your neighbors either in their yards or in a common area.	Yellow
Inventory and share fruit-bearing plants	Find out what neighbors are willing to share fruit from their trees and create a fruit map to distribute to others.	Yellow

Next Level Neighborhoods Activity Catalog

Community Capital Activities

Activity	Options	Level
Get to know a locally owned business	Plan a behind-the-scenes tour of a business close to your neighborhood or a meet-and-greet with a business owner that lives in/near your neighborhood	Green
Stop & Shop neighborhood shopping trip	Coordinate a walking or biking field trip to local businesses with your neighbors to stop and shop at each one as a group. Contacting store managers in advance to let them know about your group visit may earn you a discount or fun group activity at your stop.	Yellow
Green Purchasing Guide	Create a guide for purchasing environmentally friendly household cleaners and other products.	Yellow
Home Improvement Directory	Create a list of home improvement products that are local and eco-friendly.	Green
"15-minute neighborhood" action planning	Work with elected officials, nonprofit organizations, and government entities to attract or fund projects that fill your neighborhood's 15-minute neighborhood gaps.	Red
"15-minute neighborhood" Gap Analysis	List the necessities, goods, and services your neighbors access. Map locations where you can access these within a 15-minute walk or bike ride from your neighborhood. Then list what necessities, goods, and services you cannot access with a 15-minute walk or bike ride. This "missing" list is your neighborhood's Gap Analysis that can help make development, planning, and budget decisions when coordinated with local government.	Yellow
Neighborhood Business Directory	Survey your neighbors to find out who owns or works for a small business and create a neighborhood directory so neighbors know where to go for goods and services to support each other.	Yellow
Neighborhood Professional Development	Bring adult education or certification training to your neighborhood to meet needs (examples are: English as a second language, Child/Infant CPR classes, home-based small business courses, etc.)	Yellow
Historic and Cultural Resources Inventory	Research neighborhood history and identify properties of historic significance. Create a map or handout for your neighbors.	Yellow
Hyper-local planning	Get involved in neighborhood development by creating a collaborative vision of your neighborhood's future.	Yellow
Planning Academy Completion	Have a cohort of neighbors complete the Neighborhood Planning Academy (currently being developed)	Yellow

Next Level Neighborhoods Activity Catalog

Neighborhood Tour with City Staff	Tour your neighborhood with city officials to discuss desired changes, what you love, resources available, etc.	Yellow
Participate in the Eco-Thrift Tool Library	Get a membership to the library for your neighborhood or utilize the tools for a neighborhood-wide fix-it day.	Green
At-Home Business Support	Provide education on regulations and resources for people interested in or running an at-home business	Green
Neighborhood Snow Removal	Coordinate plowing or snowblowing of neighborhood streets/sidewalks to improve alternative transportation during winter	Yellow
Placemaking activities	Work with your neighbors to create public art, gathering spaces, or other community building installations	Yellow
Organize service swaps	Set up an exchange of services amongst neighbors, such as childcare, small repairs, etc.	Green
Walkability Analysis	Identify missing sidewalk links in your neighborhood.	Yellow
Councilmember Meet n Greet	Invite your councilmember to meet your neighbors, hear what is important to you, and share their plans.	Yellow

Social Sustainability Activities

Activity	Options	Level
Community Charity Events	Host food, coat, school supply, or other charitable drives.	Green
Healthy Living Workshop	Host a workshop to learn how to make healthy eating and regular activity a part of your community.	Yellow
Recreation Programs	Host a series of recreation programs for neighbors, such as weekly sports nights or family yoga classes	Yellow
After-school Activity Enrollment	Coordinate afterschool activities for neighborhood kids	Yellow
Neighborhood Block Party	Host a neighborhood block party to promote connection among neighbors	Yellow
Meet-Up Groups/Clubs	Offer a book, garden, walking, or anything-at-all club that meets regularly throughout the year.	Green
Diversity, Equity, and Inclusion Training	Host a series of DEI education sessions for your neighbors and foster constructive dialogue.	Yellow
Little Free Library	Install a Free Little Library at a common area or home in your neighborhood.	Yellow

Next Level Neighborhoods Activity Catalog

Little Free Pantry	Install a Free Little Pantry at a common area or home in your neighborhood.	Yellow
Social Sustainability Program Enrollment	Host a speaker event to learn about Fort Collins' Social Sustainability housing or home improvement programs.	Green
Renter Rights Education	Host an education session on Renter Rights for renters and/or landlords in your neighborhood.	Yellow
Helping Hands Network	Establish a network of volunteers to assist with home maintenance and other needs of your neighbors.	Yellow

Activities that fit all 3 categories

Activity	Options	Level
Neighborhood Mulch Day	Call a local landscape supply company to bring a pile of wood mulch to your neighborhood for a day of mulching.	Green
Energy Incentives Catalog	Assemble a list of discounts, rebates, low-income programs, and other financial incentives for installing solar panels or energy-efficient improvements.	Green
Local Lunch Club	Create a group to meet regularly at local restaurants.	Green
Community Solar Garden	Learn about generating your own renewable energy through a neighborhood solar array or enrolling in Fort Collins Utilities Community Solar program	Yellow
Neighborhood Energy Blitz	Organize a day for energy contractors to provide audits, energy-saving improvements, and education for your neighborhood.	Red
Community Garden Development	Connect with gardening groups to transform yards and community spaces into gardens. The Gardens on Spring Creek are a great resource.	Red
Renewable Energy Fair	Invite local renewable energy businesses to share options for adopting renewable energy practices.	Yellow
Home Energy Audits	Partner with local businesses and energy providers to get technical assistance and rebates.	Yellow
Weatherization Workshop	Invite local hardware stores to present on weatherization products and how to use them	Yellow
Community Asset Inventory	Create an inventory of all organizations, schools and nonprofits in the neighborhood to explore potential partnerships.	Yellow
Water Conservation Fair	Give neighbors the opportunity to learn about water-wise products and services to Reduce water use, discover rebates available from Fort Collins Utilities and talk with local businesses about water use Reduction and conservation services.	Yellow

Next Level Neighborhoods Activity Catalog

Alternative Transportation Map and Guide	Develop a resource for existing and new residents in the neighborhood highlighting bike, pedestrian, vehicle sharing and other features	Yellow
Bike to Work Day	Plan a group bike ride or host a station for riders on Bike to Work Day	Yellow
Councilmember Meet n Greet	Invite your councilmember to meet your neighbors, hear what is important to you, and share their plans.	Yellow
Bike Share	Coordinate a bike share amongst neighbors to promote alternative transportation	Yellow
Neighborhood yard sales or swaps	Plan swap events where neighbors can exchange goods at no-cost, or yard sales for low-cost exchanges	Yellow