NAME: _____

TEAM MEMBERS: _____

Networking — Graphic Organizer

This worksheet will help you define and put together a list of all the people with whom you will need to connect at various points or throughout your action project.

The innermost circle should consist of your team members. Designate who will be in contact with whom and branch out from that member, or create a general secondary circle with the people you will be working with. If the network is extensive, keep the contacts you will interact with the most on a second circle level and those who you will have less contact with on a third circle level so that the contacts radiate from the inner team member circle based on level of engagement. The outermost circle may include the people you hope to reach through your action.

Remember that with each contact whose support you are trying to gain, you are pitching yourselves, your team, and your action projects, so be professional and passionate about how you convey your message.

As you develop your network and list of contacts, consider the following:

▸ **Primary contacts** — Your team members
▸ **Secondary contacts** — Who do we need to connect with to execute our action plan? This could be:
  • Local organizations that your team will work with and which you will support (e.g., food banks, homeless shelters, international development organizations, environmental groups, etc.)
  • Vendors who sell or may donate materials for your project (e.g., branded boxes to collect imperishable food items for the food bank, paint supplies to paint the shelter, baking supplies for the bake sale, etc.)
  • Local media contacts with whom you will share a press release or other details about your actions and project so that they can cover the story (e.g., radio, newspaper, television, bloggers, etc.)
  • School administration and school council representatives to get their support and who will amplify the project in the community
  • Student council members to ensure the support of your peers
▸ **Outer Circle contacts** — Who do we hope to reach? This could be:
  • Clients and stakeholders of the organization that you are supporting.

The graphic organizer should also consider which (if any) organizations you can connect with to deepen the impact and outcomes of your action plan and the actions you will take. Can the organization provide more info, background, and research about the issue you are addressing? How are they tackling the issue through their work? Does the organization have needs or gaps that your action plan can address? Look at the organizations and the value they can provide to your action planning from every angle.

Use a final copy of the graphic organizer as a master list of contacts.

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In each circle provide relevant contact information that may include:

▸ Name
▸ Email address
▸ Phone number
▸ Address

▸ Preferred method of communication
▸ Best time of the day to contact
▸ Who they are/what they do
▸ Their role within the action

LEGEND:
◦ *Team Members*
● *Closest Contacts*
● *Secondary Contacts*

NAME:

ROLE:

NAME:

ROLE:

NAME:

ROLE:

NAME:

ROLE:

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