**ENGAGE LOCAL PARTNERS**

This worksheet will help you determine potential team members & partners who can provide perspectives, opinions, and experiences that will inform your plan.

1. **Local Partners:** Use this list to get started, add more groups as you think of them.
2. **Status:** Choose the option(s) that best suits the group. If you plan to involve the group another way, try to brainstorm one or two ways you might do that and write your ideas in the box.
3. **Name of person or group involved/to involve:** List someone by name if you know them or put an asterisk in the box if you don’t know anyone by name, indicating that you have some investigating to do. Then reach out to your networks to seek out individuals/groups that you can invite to your team or involve another way.
4. **Who Will Follow Up? By When?** Assign who will reach out to the individual/group and the due date for this outreach. Make sure you know why you are reaching out – is it to invite them to your planning team or to involve some other way?

|  |  |  |  |
| --- | --- | --- | --- |
| **1.****Local****Partners** | **2.****Status** | **3.****Name of person or group involved/to involve** | **4.****Who will follow up?****By when?** |
| City Government: Elected Officials & Staff | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| County Government: Elected Officials& Staff | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| State Government:Elected Officials & Staff | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Federal Government: Elected Officials& Staff | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Tribal | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Healthcare:Hospitals, Clinics, Community, etc. | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Education: K-12, Higher Ed,Technical Training | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Libraries | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Businesses: e.g. Retail, Financial, Farms | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1.****Community Voices** | **2.****Status** | **3.****Name of person or group involved/to involve** | **4.****Who will follow up?****By when?** |
| Businesses: e.g. Real Estate, Tourism,Manufacturing, IT | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Workforce Development | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Economic Development | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Internet Service Providers | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Nonprofits | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Planning Organizations | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Public Safety & EmergencyMgmt. | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Social Services | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Churches, Synogogues, Temples &Faith-based Organizations | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Chambers of Commerce | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Transportation Planners | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Arts and Culture | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Funding Entities | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Utilities & Cooperatives | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |

Adapted from: National Digital Equity Extension Team (NDEET), 2022.This tool was developed by the Washing State University Extension as a part of its Broadband Action Team (BAT)™ model.

ENGAGE COMMUNITY MEMBERS

This worksheet will help you determine potential team members & community voices who can provide perspectives, opinions, and experiences that will inform your plan. The groups lists are often underrepresented in planning efforts, so thinking about how you will involve them up front is one way to create a plan that fits ‘Internet for All.’

1. **Community Voices:** Use this list to get started, add more groups as you think of them.
2. **Status:** Choose the option(s) that best suits the group. If you plan to involve the group another way, try to brainstorm one or two ways you might do that and write your ideas in the box.
3. **Name of person or group involved/to involve:** You can list someone by name if you know them or put an asterisk in the box if you don’t know anyone by name, indicating that you have some investigating to do. Then reach out to your networks to seek out individuals/groups that you can invite to your team or involve another way.
4. **Who Will Follow Up? By When?** Assign who will reach out to the individual/group and the due date for this outreach. Make sure you know why you are reaching out – is it to invite them to your planning team or to involve some other way?

**Revisit this worksheet frequently to add members as identified and needed.**

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| --- | --- | --- | --- |
| **1.****Community Voices** | **2.****Status** | **3.****Name of person or group involved/to involve** | **4.****Who will follow up?****By when?** |
| Youth | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Veterans | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Low-Income  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| English Language Learners and People with Low Literacy Levels | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Rural Inhabitants (where applicable) | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Incarcerated Individuals | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| People Age 60+ | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| People with Disabilities | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Ethnic groups and racial minority communities | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
| Cultural and religious communities (e.g. Amish, etc) | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |
|  | * Already involved
* Invite to planning team
* Involve another way (list):
 |  |  |

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