**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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **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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**Roles & Responsibilities**

Regardless of the membership of your planning team, and regardless of what your planning team is called, it is important to be clear about the roles and responsibilities of your planning team.

Here are some **common roles and responsibilities that may be relevant** to your planning team. You may identify other roles and responsibilities, or the entity that formed you may have some different or additional expectations.

* Provide insight and direction
* Identify and engage a wide variety of partners and community members
* Document and incorporate partner and community input
* Communicate progress
* Ensure deadlines and requirements are met
* Document needs, resources, and assets
* Prioritize needs and propose solutions

**Sample Broadband Responsibility**

* Document and incorporate partner and community input on:
	+ Accessibility
	+ Adoption & Digital Literacy
	+ Affordability
	+ Inclusiveness

Planning Team Operations

Our Vision:

Team Roles & Responsibilities

Choose from those listed at the left and/or add your own below.

**Our best practices for operating efficiently and ethically:**

Meetings

1. When the group meets, what constitutes a quorum? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Will meetings be open to the public? \_\_\_\_\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_\_\_\_\_No
3. How often will the workgroup meet? Tip: set standard dates, time, and location at your first meeting.

Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual Team Member Roles

**Who will serve the following roles?**

Local Team Leader (champion, meeting convenor, facilitator)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will we take notes? (a specific person, rotating responsibility, etc)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will we tap into for outside resources like technical assistance? (facilitation, mapping, finance, legal, zoning, permitting, etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who are the core team members? (regular planning meeting attendees)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Communications and Files

Use this section to determine how your team will communicate and how you will share files.

Which modes of communication will we use to communicate with each other?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What needs to be communicated after each meeting? (e.g. decisions, action steps, assignments, deadlines)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is responsible for this communication?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will documents, worksheets, drafts, and other information be stored?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the Planning Team have access to the files? \_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No

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**Sample Invitation to Planning Team**

Hello,

I am inviting you to serve on [a broadband team/a broadband committee/etc] to develop a plan to bring affordable reliable high-speed internet to [county/tribe/community name]. The planning team is charged with creating goals that will lead to ‘Internet for All,’ which includes considerations for accessibility, adoption & digital literacy, and affordability to enhance the health, education, economic opportunities, and quality of life for everyone in the community.

The planning team’s specific roles and responsibilities are:

* Provide insight and direction on the plan
* Engage a wide variety of partners and community members and incorporate their input into the plan
* Communicate progress to officials, partners, and community members
* Document resources and assets in order to reduce duplication of services
* Prioritize needs and propose solutions

Based on this information we hope to create a proposal for [county board/tribal council/community name] to consider. Our goal is that this plan will effectively leverage public and private resources to make affordable reliable high-speed internet possible. We hope you will help in that effort, by joining us as a committee member for one year [or insert amount of time].

If you’d like to know more about the work, please contact me. Thanks for your consideration!

[[Team Member Name]

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**SAMPLE AGENDA:**

**PLANNING TEAM MEETING 1**

**Meeting 1: Sample Agenda**

**MEETING AGENDA**

1. **Introductions:**
* Meet the facilitation team
* Introduce yourself – around the room
* Name, organization
* What motivated you to be here?

1. **Meeting Arrangements**
* Dates, Time, Location
* Roles
* Communications
* Team\subcommittee work between meetings
* Access to materials and information

1. **Drafting a Vision\Mission Statement**

1. **Identifying Additional Team Members\Community Voices\Partners\ISP’s**

1. **Next Meeting\Next Steps**

**Meeting 1: Sample Agenda (for the meeting leader/convener)**

**MEETING AGENDA**

1. **Introductions:**
* Meet the facilitation team (if applicable)
* Introduce yourself – around the room
* Name, organization
* What motivated you to be here?

1. **Meeting Arrangements -** (see Planning Team Operations worksheet)
* Dates, Time, Location
* Roles
* Communications
* Team\subcommittee work between meetings (may be necessary at times)
* Access to materials and information – where to find

1. **Drafting a Vision\Mission Statement – (**see “Developing Your Vision and Goals”) <https://leadershipdevelopment.extension.wisc.edu/articles/developing-your-vision-and-goals/>

1. **Identifying Additional Team Members\Community Voices\Partners\ISP’s –** (see “Engaging Local Partners and Community Members” worksheet)

1. **Next Meeting\Next Steps**

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

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