

Meeting checklist

Neighborhood Watch

At the **start-up meeting, you are in charge.** Here are some suggestions to ensure success:

_____ **Have handouts available at the meeting.** Have a few extra for those that don't RSVP...

Suggested handouts:

- Latest 9-1-1 Newsletter (roseville.ca.us/police)
- Neighborhood Watch trifold, (See attached).
- "Witnessing a Crime and Reporting a Crime" (See attached)
- "Know Your Neighbors" for each household with a few extra. (See attached)
- "No Soliciting" sign for each house. (See attached or at the RPD)
- Role & Responsibility of block captain and members. (See attached)

_____ Have nametags.

_____ Provide plenty of seating.

_____ Have refreshments available.

_____ Allow enough time before and after the meeting for neighbors to socialize.

_____ **Have all sign the attendance sheet** where neighbors can list their name, address, phone numbers and email address. (See attached)

_____ Have a meeting agenda (See sample)



If you
SEE | SAY
something something

www.roseville.ca.us/police

