

WHAT YOU'LL NEED FOR YOUR FIRST COMMUNITY PARTNER MEETING

A GUIDE FOR CAP STUDENTS

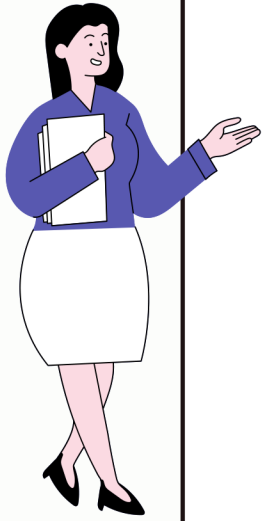
PRE-MEETING



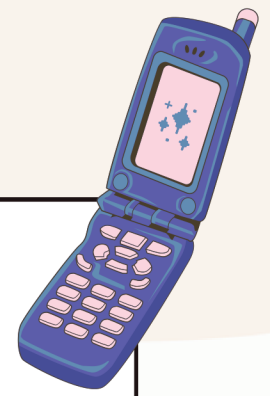
- Do Your Research
 - DMM/GM provides mentees with relevant resources: who the community partner is, their area of specialty, etc.
- Prepare Questions to Ask
 - Get to know your community partner
 - ex) "What led you to enter this field of work?"
- Have a General Direction
 - Remember: Your environmental CAP is a co-creation with your community partner(s)
 - Be flexible to new ideas
- Identify Your "Why"
 - Why should your community partner collaborate with you?
 - Why does your project matter?
 - A clear sense of purpose can serve as your point of reference for all your actions and decisions from this moment on

DURING MEETING

- Introduce Yourself
 - (your name, school, why you are interested in the project)
- Define Roles and Expectations Together
 - What resources and ideas do the mentee, community partner, and NRCA staff bring to the project?
 - What kind of support would be needed for the project to be successful?
- Listen Attentively
 - DMM/GM will take notes, and send them to mentee post-meeting
- Ask Questions as they Arise
 - Don't wait to ask or write questions down to be asked after the speaker concludes
- Discuss Next Steps and Communication Plan
 - Let confirmed community partners know that they will receive communication from CAP program leads
- Thanks and Salutations
 - Thank the community partner for finding time to meet
 - If there are any action steps, restate them to the community partner to ensure understanding.



POST-MEETING



- Immediate Follow-Up Communication
 - Within 2-3 days post-meeting, thank the community partner for accepting the role
 - Address any progress made during this time
 - NRCA staff sends any necessary information or paperwork to community partner

- Communication throughout Project Development
 - Provide any necessary updates throughout the project development with DMM/GM CCed
 - Request DMM/GM to proofread emails before sending
 - Reach out regarding any resources needed

- Inform NRCA Staff Community Partner has been Confirmed

- Social Media
 - Take photos throughout the project development to be featured on NRCA social media

