

CREATING COMMUNITY SUPPORTED HOUSING

Steps to building your organization

ROLE OF NEW GROUP	ROLE OF L'ABRI EN VILLE
<p style="text-align: center;">Gather Interested People</p> <p>Articulate your purpose and your dreams</p> <p>Create links with hospitals and mental health resources to establish the need for a community- supported housing project</p> <p>Identify Resources - both people and office support</p> <p>Along with interested individuals, look for those with relevant expertise (e.g. legal, fundraising, composing)</p> <p>Identify your immediate milestones</p>	<p>Send your group a Guidebook that provides detailed information on all aspects of setting up and operating a project based on the l'Abri model</p> <p>Answer your questions by telephone and e-mail as they arise</p> <p>Invite members of your group to come to Montreal to see l'Abri en Ville in action</p>
<p style="text-align: center;">Form Working Groups</p> <p>These groups will work in parallel. Overlap may occur as individuals work on several tasks</p> <p>Members of these groups will eventually form the basis of the board</p> <p>The following are suggestions for initial working groups:</p> <ul style="list-style-type: none"> A. Volunteer Outreach B. Publicity C. Fundraising 	<p>Invite members of your group to join the electronic learning network for groups applying the l'Abri en Ville model</p>

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<p style="text-align: center;">A.</p> <p style="text-align: center;">Volunteer Outreach</p> <p style="text-align: center;">(Source of volunteers for Board and Apartment teams)</p> <p>Telephone various faith communities, dioceses, presbyteries and rabbinate to learn about their interest and work in the area of housing and mental health, to be followed by a letter about your project</p> <p>Talk about the project to your own pastor and other religious leaders in your area (often small interest groups such as social justice and concerns committees are a good place to start)</p> <p>Follow up these contacts with another phone call and a request for a meeting.</p> <p>In order to appeal directly to potential volunteers, arrange for speaking engagements in the faith communities and for the placing of notices in church/synagogue bulletins</p> <p>Approach civic organizations, clubs and personal contacts using much the same procedure</p>	<p>The Guidebook provides the following information:</p> <ul style="list-style-type: none"> ▪ Why a connection to faith communities? ▪ Sample letters ▪ Guidelines for speakers ▪ Sample presentations ▪ Sample notice and leaflet for bulletins <p>L'Abri en Ville is willing to accompany groups to initial presentations to their local faith communities</p>
<p style="text-align: center;">B.</p> <p style="text-align: center;">Publicity</p> <p>Produce written materials such as pamphlets for outreach and fundraising</p> <p>Record the development and progress of your organization</p>	<p>The Guidebook provides samples of our publicity material (pamphlet, newsletter, annual report)</p>

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<p style="text-align: center;">C.</p> <p style="text-align: center;">Fundraising</p> <p>Establish a realistic financial budget for the first year of operation:*</p> <ul style="list-style-type: none"> ▪ Office expenses: telephone, printing of publicity materials, stamps, etc. ▪ Apartment expenses: float for the apartment ▪ Coordinator's salary (2 days per week) <p>Begin steps to raise funds:</p> <ul style="list-style-type: none"> ▪ Talk about the organization to friends and other contacts ▪ Compose a basic fundraising letter which can be adapted by members of all working committees and sent to friends and contacts ▪ Write letters to foundations and civic clubs (e.g. Rotary, Kinsmen, Lions, etc.) 	<p>The Guidebook provides</p> <ul style="list-style-type: none"> ▪ Sample budget ▪ Sample fundraising letters ▪ Sources of information about foundations <p>Arrange contacts with l'Abri fundraisers</p> <p><i>* Based on our experience, a budget of \$25,000 is realistic</i></p>
<p style="text-align: center;">Set Up Working Structure</p> <p>Formalize your goals, purpose and philosophy; choose a name</p> <p>Establish a formal board of directors with an executive; become incorporated</p> <p>Apply for your charter as a charitable organization</p> <p>Write by-laws and obtain insurance</p> <p>Agree on qualifications for a coordinator</p>	<p>The Guidebook provides the following documents:</p> <ul style="list-style-type: none"> ▪ Materials about writing your purpose, goals ▪ L'Abri en Ville's charter, by-laws ▪ Information about incorporation ▪ Job description and selection criteria for a coordinator

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<p style="text-align: center;">The Structure Begins to Move</p> <p>Hire a Coordinator</p> <p>Agree on guidelines for selecting volunteers and residents</p> <p>Gather and train a team of volunteers for your first residents</p> <p>Find a three-bedroom apartment</p> <p>Appeal to friends and supporting faith communities for apartment furnishings</p> <p>Select residents</p>	<p>The Guidebook provides the following information:</p> <ul style="list-style-type: none"> ▪ Coordinator hiring package including interview guidelines ▪ Volunteer criteria, application form and request for references ▪ Content outlines for mandatory volunteer training ▪ Criteria for residents and application forms ▪ Apartment rules and contracts <p>L'Abri offers help in interviewing for a coordinator and in setting up volunteer training</p>