

Sun City Lincoln Hills Neighborhood Watch Strategic Plan

Goals	Responsible Party	Evidence	Completion Date
<p>Revise Policies and Procedures</p> <ul style="list-style-type: none"> Review, revise, and align Policies and Procedures with new Bylaws Obtain NW Board Approval Post on website Share with all Neighborhood Coordinators and Mailbox Captains 	<p>Executive Director and Executive Assistant with assistance from all Directors</p>	<p>NW Board approval of revised Policies and Procedures</p>	<p>Ongoing</p> <p>Documents are reviewed and updated on an as needed basis</p> <p>Website is continually being updated and revised</p>
<p>Update and streamline Coordinators and Captains Roles and Responsibility Trainings</p> <ul style="list-style-type: none"> Revise training materials Provide new training to all Coordinators and Captains 	<p>Training Coordinator with assistance from all Directors</p>	<p>Revision of Coordinator and Captains completed materials uploaded to website</p> <p>Trainings provided to all Coordinators and Captains</p>	<p>Ongoing process of training new Coordinators and Captains</p>
<p>Review and revise Welcome Packets</p> <ul style="list-style-type: none"> Develop and define process Revise Welcome packets including a digital version for New Residents and Captains to access on the website 	<p>Welcome Packet Coordinator and Executive Director with assistance from all Directors</p>	<p>Welcome Packets revised including a digital version of the Welcome Packets completed and uploaded</p>	<p>Ongoing Review for needed updates</p>

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<p>Recruit /Train New Coordinators & Captains. Honor All Volunteers</p> <ul style="list-style-type: none"> • Review and improve recruitment process • Revise recruitment brochures and other pertinent materials • Highlight and include stories and testimonials in recruitment materials • Implement the Annual Volunteer Appreciation Free Dessert Celebration 	<p>Recruiting Coordinator, Director of Volunteer Records, and Executive Director with assistance from all Directors</p>	<p>All recruitment brochures and materials completed and approved by NW Board.</p> <p>New Coordinators/ Captains continue to be recruited to fill empty positions.</p> <p>Volunteer records are updated as changes occur. March 31 annually is new cut off date to honor volunteers.</p>	<p>Ongoing process to update training processes and to continually update & maintain volunteer records.</p>
<p>Update & Improve New Resident Orientation</p> <ul style="list-style-type: none"> • Review and update New Resident Orientation Process • Implement new process • Evaluate process • Make changes as needed 	<p>NRO Coordinator with assistance from all Directors</p>	<p>NW Board Approval of New Processes implemented and evaluated</p>	<p>Ongoing process</p>
<p>Revise and Update NW Website</p> <ul style="list-style-type: none"> • Assess needs of website • Revise and upload new trainings and documents • Provide trainings and information on website • Review and revise website on a regular basis 	<p>Executive Assistant and Executive Director with assistance from all Directors</p>	<p>NW Board approval and evidence of ongoing revisions and updates</p>	<p>Ongoing process</p>

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<p>Develop Operations Manual (OM)</p> <ul style="list-style-type: none"> • Create a scope and sequence development of an Operations Manual • Develop Operations Manual • Determine where OM will be housed 	<p>Executive Assistant, with assistance from all Directors</p>	<p>Operations Manual completed</p>	<p>Ongoing process</p>
<p>Review and revise National Night Out</p> <ul style="list-style-type: none"> • Review current process and define a new process for improving NNO • Implement new process 	<p>NNO Coordinator with assistance from all Directors</p>	<p>New process developed and official date changed to 1st Tuesday in October.</p> <p>Going forward NNO to be held the first Tuesday in October</p>	
<p>Financial Plan</p> <ul style="list-style-type: none"> • Transitioned to “Quicken” accounting with monthly reports to the Board • Continue to implement budget calendar • Revise/Update as necessary • Maintain all financial records for 7 years • Prepare & submit Grant Application • Submit Mid-Year GSR 	<p>Treasurer and Executive Director with the assistance from all Directors</p>	<p>Policy & Procedures</p>	<p>Ongoing process</p>