

How to welcome new residents during the current “Shelter in Place Order”.

Attention all Mailbox Captains:

Neighborhood Watch has developed new procedures to welcome our new residents. To ensure everyone’s safety and until the shelter in place order has been lifted, *Mailbox Captains will no longer be meeting new residents face to face.*

Instead, Mailbox Captains are asked to:

1. Complete the mailbox captain’s portion of the **“Welcome to the Neighborhood”** form and
2. Mail to the new resident or leave a copy on their front porch
 - a. Write a short note or use the bottom half of the page and attach to welcome form
3. Request that the new resident call, email or leave the form at the mailbox captain’s door.
4. When the information is received from the new resident, the mailbox captain will send a link to the NW **Virtual Welcome Packet** and then follow up with a phone call.
5. We will send you an email and update the Calendar once Welcome Tuesday resumes.

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Greetings from your Neighborhood Watch Mailbox Captain

Although I am unable to contact you “face to face” due to the current “Shelter in Place” order, I want to welcome you to the neighborhood. Please review the attached document and if interested, please complete your portion of the Welcome to the Neighborhood form and either leave it on my front porch, email me the requested information or give me a call. Rest assured your information is always kept confidential and will never be shared outside of Neighborhood Watch.

I look forward to meeting you and Welcome to the Neighborhood!

Sincerely,
Your Mailbox Captain

NEIGHBORHOOD WATCH

WELCOME TO THE NEIGHBORHOOD

Sun City Lincoln Hills Neighborhood Watch (NW) is an adjunct to the National Sheriffs Association. Our purpose is to encourage residents to help themselves by identifying and reporting suspicious activity in their neighborhoods. In addition, NW provides the opportunity to increase safety and improve the quality of life. Besides, it is a great way to meet and build lasting relationships with your neighbors.

Each village is led by a Village Coordinator and several Mailbox Captains. Mail Stations within the village can contain anywhere from 8 to 16 mailboxes. One volunteer from each mail station acts as a MailBox Captain whose job is to obtain and record emergency contact information on the Mailbox Captain Resident Contact Information Form for residents within their mail station. This form has been developed as the primary tool used to contact your family in case of an emergency. The form includes the resident's name, address, phone numbers and email addresses as well as pet information. The Mailbox Captain Resident Contact Information Form is only shared between the Village Coordinator and Mailbox Captain and is to be kept current. Residents are free to share any of their own information with their families, friends and neighbors outside of Neighborhood Watch.

Although each resident is encouraged to sign up to receive their own Alerts, Mailbox Captains will forward Neighborhood Watch public safety and crime-related Alerts to their residents. To sign up for Alerts, go to the Neighborhood Watch website at sclhwatch.org and click *Add me to Alerts*. An email message will appear – just click Send; no message necessary. Your email address will be added to the Alerts list. The Alert Team can be reached @ Alerteditor@sclhwatch.org.

The Lincoln Police Department (LPD) offers free random safety checks of your home while you're away. To download the *LPD Vacation Home Check Request* form go to sclhwatch.org/Documents/Forms/Welcome to the Neighborhood.

NEW RESIDENT PLEASE PROVIDE THE FOLLOWING INFORMATION AND RETURN TO YOUR MAILBOX CAPTAIN (EMAIL IF POSSIBLE)

Residents Name: _____ Move-in Date: _____

Address: _____ Mailbox #: _____

Email: _____ Phone: _____

Pets Name (s): _____ Chipped? _____

Emergency Contact: _____ Key/Code: _____ Phone: _____

Neighbor or Friend Contact: _____ Key/Code: _____ Phone: _____

MAILBOX CAPTAIN ENTER YOUR INFORMATION PRIOR TO DISTRIBUTING TO RESIDENT

Mailbox Captain's Name: _____ Phone: _____

Address: _____ Email: _____