



## Chicago Conservation Corps (C3) The 12 Steps of the C3 Leader Project Process

May 20 – Land Class

### Step 1: Map assets

- Personal
- Community

June 3 - Air & Energy Class

### Step 2: Expand asset map

Select one org/individual/resource in each of the five asset areas and:

- Imagine what environmental service project they might want to do that links to their mission;
- If possible, find out best way to contact org/individual/resource.

June 10 - Water Class

*Discuss expanded asset map; review timeline and asset brainstorming homework assignment.*

### Step 3: Invite community input and involvement

- Contact and meet with one or more potential partners from your asset map. (Not your best friend!)
- Ask them to help you expand your asset map.
  - Any additional orgs, individuals, institutions they know of that could be helpful or have a stake?
  - Any contact info/connections they might have at these organizations?
- Ask for their thoughts about what kinds of environmental service projects they could envision that would be valuable to their organization's mission and the community. Could these projects be designed to mobilize the assets of their organization and the community?
- Ask if they'd like to continue to be involved as the project takes shape, and in what manner or role?

### Step 4: Develop several initial project ideas to present to class on June 17

- Incorporate info from classes and feedback from contacts.
- Brainstorm project ideas that would mobilize the assets and effectively address the needs of multiple stakeholders in the community.
- Refer to Proposal Guidelines template in your notebook to sketch out possible scenarios for your best couple of ideas. To meet the C3 Leader Project Criteria, ideal projects will:
  - Provide measurable environmental benefits;
  - Involve and serve a defined community of people;
  - Include a communication/education component;
  - Give C3 Leaders a significant opportunity to practice/demonstrate leadership skills, including project management and community outreach;
  - Strive to be multi-dimensional in approach, incorporating solutions or techniques from multiple resource areas (land, air, energy and water).
  - Can be implemented within a 3-month timeframe (or at least the first phase of the project), utilizing a \$500 budget, plus any additional funding that can be leveraged in the community.
- Prepare to present one or two ideas to class on June 17 (everyone has about 3 minutes).



June 17 - Community Organizing Class

Key concepts:

*Principles and examples of effective community organizing  
Volunteer management skills and community meeting leadership techniques.*

Project planning:

*Review of resources available for projects (materials and how to order, PR and outreach support, etc.)  
Each Leader is assigned a staff project liaison  
Each Leader presents up to two project ideas to class – about 2 minutes each!*

**Step 5: Develop draft proposal and material order form; submit to your C3 liaison by June 30**

(The sooner you submit, the sooner we can start working with you on the project!) Remember to:

- Incorporate class feedback;
- Do more outreach/involve more partners if appropriate,
- Create an achievable project timeline and budget that takes into account all the components outlined in the Proposal Guidelines template;
- Write up proposal using this template;
- Draft a list of the materials and supplies you anticipate needing.

**Step 6: Meet with your C3 project liaison to refine proposal**

- Set meeting date with your liaison; may include visit to project site if appropriate.
- Work with your C3 liaison to fine-tune your proposal and prepare order form for materials & supplies.

**Step 7: Submit final proposal and material order form by mid-July** (Again, the sooner you submit, the sooner we can start working with you on the project.)

**Step 8: Carry out project plan!** Along the way,

- Communicate with C3 regularly,
- Get the word out about your project,
- Build a good team of volunteers,
- Take pictures for possible use in newspapers, on the blog, for archives – especially lots of people having fun while making a difference for the environment!
- Take notes for your final report,
- Think about the future/sustainability of the project,
- Report your progress on blog/listserv if you choose.

**Step 9: (Optional) Mid-project Leader get-together for support and sharing lessons learned.**

**Step 10: Submit project report & evaluation by September 30**

**Step 11: (Optional) Attend final project celebration and idea exchange.**

**Step 12: (Optional) Continue project work, take new classes, help mentor next class of Leaders...the possibilities are endless!**

