

How to Be a Westford Connector - A Checklist

So you want to be a Westford Connector! Bravo! You've put your hand up to say you're energized, ready and willing to join Westford's town-wide effort to connect homes within neighborhoods. And you'd like to begin right here in your own. What do you do next?

1. Decide if you're comfortable starting out on your own, or if you'd prefer to have one or two others start this with you. If you're happy on your own, go to step 3.
2. Gather your fellow connector(s) around your kitchen table and tell them about Westford Connects. You can ask for a Westford Connects team member to join you at this first conversation if you think that would be helpful.
3. Decide on the size, scope, number of homes that will comprise 'your' neighborhood. Whatever size you're comfortable reaching out to – from 5 (or less) to 50 (or more) – it's up to you.
4. Make a representation of your neighborhood on paper or online. Examples are:
 - Draw a map of streets and homes
 - Make a list
5. Begin by including only name(s) of adult owner(s)/resident(s) and street addresses
6. Decide how you want to communicate your first message to your neighbors inviting them to join the Westford Connects movement. What way of connecting are you/your fellow connectors most comfortable starting with? Examples are:
 - Email
 - Telephone call
 - Written/typed note left at the door, or taped to the mailbox
 - Knocking on the door and speaking face-to-face.
7. Prepare your message (See Guidelines) – what you want to say to your neighbors, what information you want to share and what you see as a next step. Include the following:
 - What Westford Connects is about – Vision, Purpose, Goal
 - Why you are inspired to make this effort here in your own neighborhood
 - What you would like people to respond with? And/or to do next?
8. Deliver your message, the way you've chosen to.
9. Note and acknowledge your neighbors as they respond to your invitation. Examples are:
 - If you make a telephone call - enjoy a chat catching up and connecting or reconnecting with your neighbor and note their support and energy for Westford Connects.
 - If you send email, and receive an email back saying how positive this sounds and asking to have a chat about it – email right back suggesting a time to call or a time/place to meet and chat over coffee.
10. As you receive confirmation from each neighbor, compile your Neighborhood Directory – on paper or online - with Name, Address, Telephone number, Email address, and any other information people are willing to share with their neighbors.
11. Deliver your Neighborhood Directory to your neighbors, and you're well on your way as a Westford Connector - creating meaningful connections and building community in your neighborhood for the safety and well-being of all.