**Steps to Starting a Neighborhood Watch**

Step One: Define your neighborhood geographically. Start small – 30 to 35 homes - so you and your neighbors can get to know everyone. The group can be comprised of any geographical unit (a block, an apartment, a park, a business area, a public housing complex, an office, etc.) and any community resident can join.

Step Two: Talk to your neighbors. Do they know that a Neighborhood Watch program is fun? What are their issues? What nights are they available for a meeting? Let them know that Watch groups are not vigilantes. They are extra eyes and ears for reporting crime and helping neighbors. NW helps build pride and serves as a springboard for efforts that address community concerns such as recreation for youth, child care, and affordable housing. Ask them if they would be interested in becoming a Co-Captain.

**Step Three: Plan your first meeting.** The first meeting should be a weeknight at someone's home or front yard. While recreation centers, local parks, schools or churches make great meeting venues, it is nice to have a meeting in your neighborhood where you can be in close proximity to all of your own homes. Do not plan to have other speakers or activities as it is more akin to a business meeting mixed with a little social interaction. A sample flyer has been attached for your convenience.

 **Call the Neighborhood Watch Coordinator** (480-312-2342) to schedule a mutually agreeable date for that first meeting. Tell the Coordinator about any issue or concern that may be brought up at the meeting. The Coordinator will also assist in providing information in home security, reporting skills and for information on local crime patterns.

**Step Four:** **Prepare for your first meeting.** Select Co-Captains who are responsible for organizing meetings and relaying information to members. This may be done ahead of time when you are out talking with your neighbors or at your first meeting. Co-Captains can assist with the marketing and advertising of the meetings, organizing food, and preparing meeting logistics (name tags, copy of sign-in sheet, pens). Focus on the “3 F’s” which are Food, Fun and Free things.

 Advertise the meeting to your neighbors. Invite ALL your neighbors in your geographical area. Talk to everyone whenever you get the opportunity. Deliver flyers to each home. Involve the children of your community by asking them to help by delivering the flyers.

 Call to confirm with your Neighborhood Watch Coordinator representative 48 hours prior to the meeting.

Step Five: Host the meeting. Set up a welcome table before the meeting begins with the sign-in sheet, name tags, and any applicable material provided by the City of Scottsdale.

Begin the meeting by introducing the Neighborhood Watch Coordinator who will then present on Neighborhood Watch. The presentation will last approximately 45 minutes and will include time for Q&A. Members will learn about making their homes more secure, watching out for each other and the neighborhood, and reporting activities that raise their suspicions to the police. Oftentimes a member of the Police Department will also be on hand.

Thank everyone who attended and acknowledge those who helped or neighborhood businesses that donated items. Invite the neighbors to stay and socialize, choose Co-Captain(s) and schedule a follow-up meeting with your group (a City of Scottsdale representative does not have to attend the second and subsequent meetings).

**Step Six: After the meeting** send a list of residents who attended the meeting to the NW Coordinator along with the Captain’s Information sheet on the Captain and any Co-Captains. A sample sign-in sheet has been included.

 K**eep up-to-date** on new residents and make special efforts to involve the elderly, working parents, and young people. A sample phone tree has been included in your packet.

**NW signs can be installed.** Work with your NW Coordinator to put up NW signs after approximately 50 percent of household enrollment. Signs cost $25 each for installation. A sign program description has also been included in this packet.

**Plan “get-togethers”** throughout the year in order to maintain neighborhood relationships. After your first year as an active Neighborhood Watch group, you must meet on an annual basis to continue your status as “active” and to keep your NW sign. All we need is a sign-in sheet mailed, emailed, or faxed to the NW Coordinator. Please keep in mind that NW get-togethers, whether formal in meeting style or informal in social settings, should be separate from an annual or quarterly HOA meeting as you want the neighbors to come together socially and not because they are paying dues to attend.

**Getting Arizona Involved in Neighborhoods (GAIN)** is a great event to consider for the annual get-together and is held during the month of October. As a Captain, you will receive information on this yearly event as well as be invited to attend the kick-off event held at the end of summer. Annual block parties are a fun activity for the neighborhood once the group has been formed.