



Project Idea: Establish a Calling Tree

Summary: This is a tool to allow neighbors to share information with each other quickly and efficiently. It is a simple way to build stronger connections through better communication.

What you need:

- Neighborhood Information Sheet
- Neighborhood Calling Tree

Checklist for Creating a Calling Tree

Step 1: Creating the Calling Tree

- Collect contact information from neighbors on the Neighborhood Information Sheet.
- Find a neighbor who would be willing to be at the top of the calling tree. This person will also act as a contact for others to call when information needs to be shared around the neighborhood. Write the name of this initial contact person on the far left side of the Calling Tree in the first column.
- In the second column list two other neighbors names and phone numbers. The main contact person will be responsible for calling the two neighbors in the second column.
- In the third column, list four more neighbors. Those in column 2 will be responsible for calling those in column 3.
- In the fourth column, list up to eight more neighbors. The people in column 3 will call those in the fourth column.
- In the last column, list up to 16 more neighbors. Those in column 4 will be responsible to call those in the last column.

Note: This calling tree can accommodate up to 31 neighbors. Make adjustments to the chart as needed depending upon how many people live in your neighborhood.

Step 2: Using the Calling Tree

- Use the Calling Tree to rapidly communicate information to everyone in the neighborhood. Each person only has to call two other people. Use this communication method to set up neighborhood events, inform people about neighborhood news (new babies, illnesses, needs).
- Designate someone to make copies of the calling tree and distribute to the neighbors
- Update all information on a yearly basis. You may want to change the first person in the tree each year. When changes are made be sure to make new copies of the tree for all neighbors