

## Organizing a volunteer networking system

A volunteer networking system is a way of organizing people in your building so they can quickly and easily share information amongst each other. Volunteer networks can take the form of:

- a telephone phone-out system (often called a phone tree or fan-out list)
- an email contact system
- a neighbour-to-neighbour in-person system

### Form and operate a volunteer networking system



1. Recruit about three to five main volunteers to form the foundation for the volunteer networking process. Ask each of them to talk to two to five other residents of the building and create a fan-out contact list. Adjust the numbers per person based on the size of your facility.
2. Try to ensure that each resident is part of the information networking system. You can use various approaches:
  - a. Recruit a main volunteer for each floor or wing of your property. This volunteer will then communicate information to each resident within the prescribed area, such as a floor or wing.
  - b. Divide residents into lists by alphabetical order and assign names, telephone numbers and email addresses to each main volunteer.
3. Get accurate telephone numbers and email addresses. For privacy reasons, you may need to get permission from each resident to have names and email addresses included on the list.

You can organize a sign-up sheet at a meeting, in a common area of your building, by going door to door in a blitz at the start of your smoke-free campaign, etc.

4. Set up an easy structure. The main organizers such as owners, board members, or committee members can each contact two to five people by phone, email or personal visits, who in turn will contact two to five people and so on. The smaller the number of contacts each person has to make, the more likely it will happen. Adjust the numbers per person based on the size of your facility.

**Only communicate important information via the volunteer networking system. Do not overuse the system.**