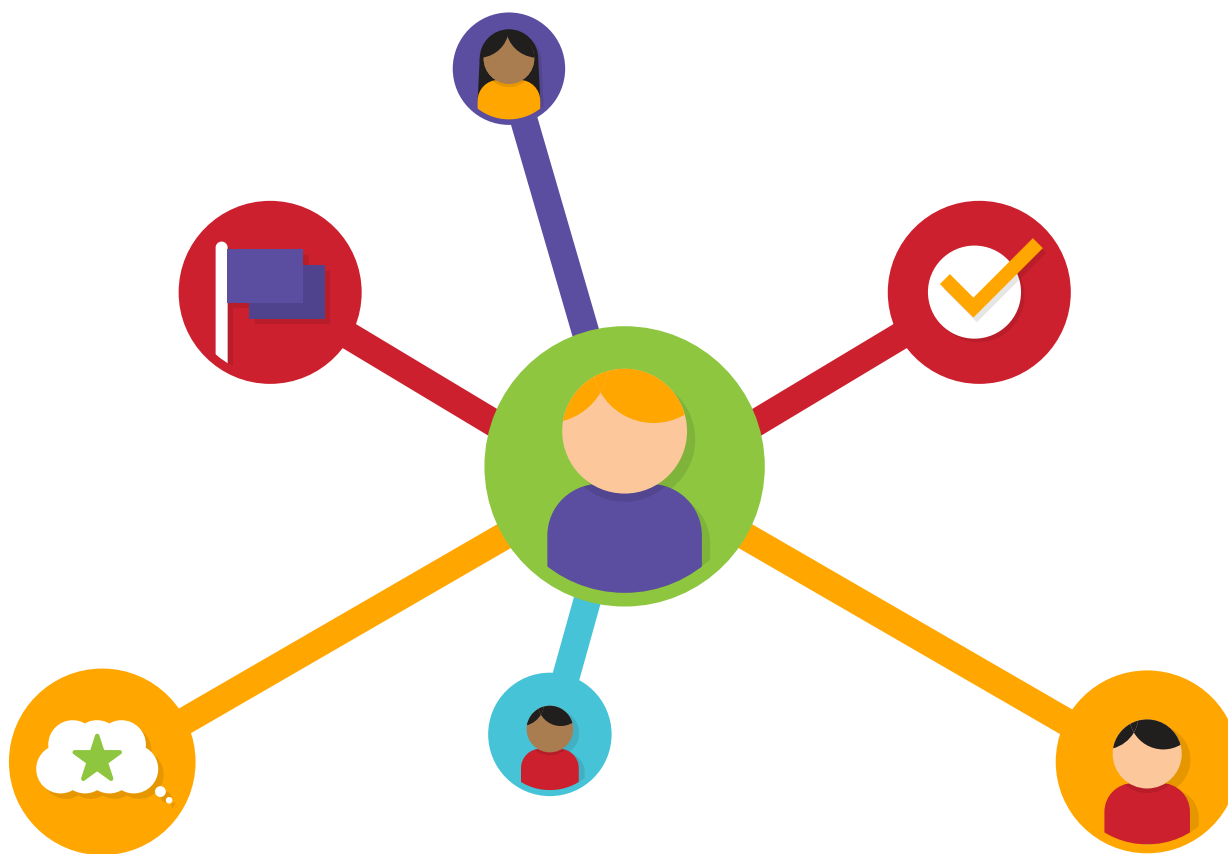


Adding Network Members

Congratulations! You are now a team of two working together to add network members to your Volunteer Support Network. The process of adding network members works whether you are starting at the beginning or adding or replacing volunteers along the way. The Potential Network Members list is fluid and should be reviewed at least twice a year. This ensures both of you are always ready to look for a network volunteer.

Networks shrink and expand but following this process and working together as a team, will keep your network strong. Let's get started!



Step 1: CREATE YOUR LIST OF POTENTIAL NETWORK MEMBERS

This is a chance to brainstorm and identify everyone you can think of. Do not worry about how many names, whether they will say yes or no, or even what you will say to them. As you think of names, write them down on the Potential Network Members template, page 4. You can go back later and add contact information.



Facilitator – your job is to be as creative as you can to help your Centre think of people. Do not be shy about adding your contacts to the list. It is your job to record names, contact information and maintain an updated list.



Centre – your job is to be open to ideas and thoughts about people. This demonstrates your willingness to be open and accountable. This is brave.

Here are prompts to help you identify people in your lives.

- Family – especially extended family
- Current Friends
- Previous friends
- Church
- Work
- Social activities
- Volunteer connections
- Clubs
- Kids activities
- School
- Siblings' friends
- Spouse's friends
- Interest groups
- Sports
- Other network members
- People you ask to be on your network
- Social media such as Facebook

Here are questions that might spark other ideas.

- Who loves this person?
- Who can I bring?
- Who supports this person's family?
- Who is a champion for this person?
- Who can help this person enhance their identity and reputation?
- Who enjoys the same things as this person?
- Who has a network this person can share?
- Who is sharing places with this person now?
- How can we support this person to be more engaged with family, friends, and acquaintances?
- Who has met someone or knows someone who might want to meet this person?

What else can you think of?

Step 2: How Many Network Members Are Right For You?



The recommended network size is 5-8 people plus both of you. Network members must be active and solid which means committing to attend every network meeting. Individuals who only want to receive minutes or who are interested in being involved once or twice a year may be useful resources but are not considered active network members. If your target is 5-8 active members try and think of at least twice as many potential network contacts.

Network Tip: Do not expect a YES or assume a NO from anyone!

Review and rank the names on your list from first choice to last choice. Ask questions about each person. Ranking them is not a reflection of how important or valuable each person is. Ranking names simply identifies who to call first.

Some questions you can ask about each person on your list include:

- **Why would this person be a good network member?**
- **What skills would they bring to the network?**
- **Who on this list, do I feel most comfortable talking too?**
- **If you are already thinking about a goal, who on this list might help me achieve my goal?**

Step 3: Create Your Volunteer Engagement Plan

This is the who, what, where, why, when and how you will begin to approach potential network members. Even though you are working together to develop this plan, Facilitators, you are leading it. It may take one or two meetings to work through this workbook and then two to three meetings to contact potential network members. Take the time you need.

You are asking people to get involved in something they may not have heard of before. Although you may not have many details about your network, planning thoughtful and confident answers will make it easier for you.

How would you answer the following questions? What other questions can you think of?:

What is a volunteer support network?

Why is the centre building a personal volunteer support network?

Who will you contact from your list?

Why is this person on your list?

Why is this person important to you?

How will you contact them?(phone, email, text? – it is easier to build a connection with a potential network member in-person or by phone)

How will your first meeting look? (one-on-one, social meeting with everyone, or a structured meeting)

Where will the first meeting be?

What is the regular monthly meeting day and time?

When is the first meeting scheduled?

How often are meetings?

What is expected of network members?

How long do meetings last?

What does each of you need to feel safe and comfortable talking to potential network members?

Step 4: Script and Practice

You have spent time brainstorming potential network members, deciding who to call first and anticipating questions and how you will answer them.

The last step in your plan is to put it together in a script and then practice making calls. Practice helps you get better at doing it which increases the odds of success. This is a good exercise to do together. You can invite someone you feel safe with to help by pretending to be a potential network member.

Here is a sample script of a phone call to a potential network member. You can change it or write something completely different. It is up to you. It is your choice.

**The Centre is Jane. The Facilitator is Morgan.
The potential network member is Sam.**

Jane begins.

Hello Sam, this is Jane. Do you have a few minutes for a conversation?

**wait for a reply **

If Sam says no, ask:

When are you free so I can call back?

Thank Sam for his time and do not forget to call back.

If Sam says yes, continue.

I am calling because I am creating a Volunteer Support Network to help me connect to the community more. I want to invite you to an information meeting, and I would like to ask my Facilitator, Morgan, to explain better.

Morgan (Facilitator) takes over

Hi Sam. My name is Morgan, and I am Jane's network facilitator. As Jane said, I am helping her create a volunteer support network to help her connect to community more and achieve some of her goals.

We are recruiting network members with unique skills and Jane thought of you. The time commitment is 1-2 hours a month which include a meeting to help her brainstorm ideas of how she can accomplish goals important to her and time to take on tasks related to her goal.

When Jane started looking at the people in her life she felt could help her successfully build her small support network, she thought of you. Jane really respects your opinion and what you might contribute.

A support network is made up of about 5-8 network volunteers who meet once a month. My role as facilitator is help Jane organize and manage the network so that she does not have to.

We want to invite you to an informal information meeting on_____ at _____. We promise it will not be longer than an hour and it is a chance to ask questions and meet other people considering this opportunity.

Do you have any questions?

these may be questions you thought about in step 3

Are you able to join us at the information meeting?

Wait for an answer. There could be three answers:

Sam says yes:

Thank you Sam. I want to confirm your contact information and I will email the details to you.

Sam is not available to attend the meeting:

If it is not possible for you to meet with us at this event, is there another time that would be more convenient for you? We can meet either in person or over the phone

Sam is not interested in this opportunity.

Thank you Sam for taking time to chat with us. Are you comfortable if we continue contacting you at this number to share updates?.

Network Tip:

Ask potential network members to watch the free short videos at www.realmfoundation.ca:

- What is a Volunteer Network and Who Will be Part of It?
- Do I Need to Know Before I Join a Volunteer Support Network?

Step 5: Making Calls

You have completed your plan and practiced.
Go ahead and make calls!

If you get a No from someone, it is OK. People say no for many reasons so try not to take it personally. This is often easier for the Facilitator than Centre. A Centre might feel rejected and want to end the conversation as quickly as possible. The Facilitator should be sensitive to this and be prepared to take over the rest of the conversation.

Be kind to yourself and be patient. Give yourself time to regroup and adjust your plan if necessary. Do not forget to update your list with the result.

When you get a Yes, celebrate! You have done a lot of work to get here, and it is beginning to pay off. Move contact information from the Potential Network Members List to the Current Network Members list.

What's Next:

1. Complete Steps 1 to 4 in the Adding Network Members workbook.
2. Before you complete Step 5, move onto the next video: Communication – The Foundation of Network Relationships and Success.
3. Together, watch the Communication video and complete the Communication Plan Workbook.
4. Go back and complete Step 5 of Adding Network Members - Making Calls.

This is the only time in the network building process it is OK to move ahead before you complete the previous lesson. Communication is the foundation for everything. Trust, healthy boundaries and relationships are built on it. Setting the stage for good communication starts with the Centre and Facilitator and it starts BEFORE adding network members.

When you have successfully engaged at least three network members and completed **Communication – The Foundation of Network Relationships and Success**, please move on to Module 06 – Your Network Tools.



Facilitator, please do not stop leading the process of adding network members until you have reached the number the Centre identified.

