



First Steps to Creating a Neighborhood Association

1. **Form a Steering Committee:** Get together an initial group of neighbors who have a genuine interest in neighborhood involvement. This committee will meet to establish the purpose and boundaries of the association, which may change as more residents become involved.
2. **Outreach to the Neighborhood:** You could spread the word through a variety of means, including door to door canvassing, hosting a small event, posting flyers in the neighboring schools and shopping centers, or conducting a neighborhood needs survey. Be sure to start a database for contacting neighbors and businesses.
3. **Prepare for the General meeting:** Work with the Community and Economic Development Department (630 Delmas Avenue, 938-6639) to receive helpful information on running effective meetings, as well as samples of agendas, committee forms, neighborhood surveys, and more. Agree upon roles for the first meeting (facilitators, note takers, etc.). Plan to provide time for neighbors to get to know one another.
4. **Register with the City:** Make sure to register your group with the City to have your group's meetings listed on the Pascagoula Neighborhood Association webpage to have your meetings publicized on the City's Calendar of Events. Complete the registration form at www.cityofpascagoula.com/neighborhoodassociations.
5. **Hold the first General Meeting:** The Steering Committee can introduce the purpose and boundaries of the association. As a group, discuss the vision of the Association. Establish and prioritize goals for the neighborhood. Select an Action Committee to address your first major issue/goal/project. Determine on future meeting dates. Bring useful information about the neighborhood like upcoming activities or events. Don't forget to provide opportunities for input from all attendees throughout each of the discussion topics. Establish a means to contact attendees.
6. **Get Moving:** Following the initial meeting, the Action Committee should meet and begin working toward resolving their issue. Once effectively addressed, celebrate your victory with the neighborhood! In the meantime, the Steering Committee should begin planning for the next meeting's agenda. Continue to work toward expanding the membership base. Don't forget to have fun! An effective association encourages neighbor participation by addressing relative issues, getting things done and making community involvement an engaging process.

