Collaborative Leaders Network

Tools for

A Collaboration Incubator

A Collaboration Incubator

Stage 3 Tools
Sample charter

Letter of commitment

BlueGreen meetings

Stage 4 Tools
Meeting checklist

Set-Up, Food, Supplies & Equipment Checklist

Meeting Date: _____ Time: _____

Venue: _____

Contact Person: _____ Phone # _____

Desired Setup: ___Horseshoe ___Hollow Square ___ Classroom

  ___ Theater Style ___Other_____

Sign In/Registration Area Needed: ___ Yes ___ No

Information Tables Needed: ___ Yes ___ No

Furniture Needed
___# Tables
___# Chairs
___ Podium

Equipment
____ Camera (charged)
____ Dolly/cart

Materials
____ Sign in Sheet & Clipboards
____ Extra Agendas
____ Reference Materials

Food Supplies
____ Hot/Cold Cups
____ Napkins, Plates
____ Food
____ Drinks
____ Serving utensils

AV Needed
___ Projector
___ Computer
___ Power cord
___ Screen
___# Microphones
  Type _____
___ Camera

Supplies
____ Marking Pens & Sharpie
____ Masking Tape
____ Scissors
____ Name Badges (pre-printed & blanks)
___ Flip Chart & Easel
___ Pads of Writing Paper
___ Extra ballpoint pens
___ Signage (for door)
___ Lei (for speakers, recognition)

Other:

Stage 5 Tools
Defining the Drug Problem on Hawaii

Stage 6 Tools
Sample vision format

Project: Development and implementation of a long-range Sustainability Plan for Kauai

Instructions: Imagine it is the year 2050 and that the Sustainability Action Team has been successful in achieving its vision for sustainability on Kauai. Use the words below as the beginning of a sentence to describe various aspects of the island that have resulted from this project. Combine the output into an easily understood vision statement that is both aspirational and inspirational – challenging yet achievable.

The most important results...

Resource conservation...

Self-sufficiency...

The economy...

Renewable energy...

Agriculture...

Water...

Solid waste...

Land use...

Transportation...

Parks and open space...

Green technologies and practices...

Policies and regulations...

Residents...

Youth...

Visitors...

The Sustainability Action Team...

The keys to our success...

Community values

Stage 7 Tools
Action plan template

Stage 8 Tools
Progress report template