



## *How to Start a Circle of Service*

**#1 Gather your group.** Invite (email, phone call, written invitation) friends, neighbors, co-workers, team members, etc. to a single information meeting to learn about a Circle of Service. Share a pot of coffee, a bottle of wine or a pizza.

**#2 Conduct your meeting.** Print off the Circle of Service Toolkit from the 5th Bridge website (Sample Meeting Agenda, Brochure, Member Contact Sheet, Project Schedule, Registration Form, and Project Ideas). Note: a clipboard might be helpful if you have one. Review the sample agenda and adapt it to suit your needs. Organize your refreshments. Now you are ready for people to arrive.

Use the Circle of Service brochure to help you explain the concept of a Circle of Service. Discuss the group's interests and passions regarding service. Then have anyone interested in joining your Circle, sign up on the Member Contact Sheet. Finally as a group, complete the Registration Form and the Project Schedule.

**#3 Set up your Circle's communications process.** Have your designated "contact person" set up an email or text message distribution list (or phone tree) to ease communications. Make sure that everyone in the group has a copy of your Circle's Member Contact Sheet and Project Schedule so everyone is aware when it is their turn to coordinate a project and how to communicate with the group.

**#4 Register your Circle with 5th Bridge.** Either complete the online Circle of Service Registration form on the 5th Bridge website or mail the completed Registration form to: 5th Bridge, 11 Bridge Square, Northfield, MN 55057. Once your group is registered with 5th Bridge, the designated contact person will receive periodic email messages with project ideas which can be forwarded to the rest of the Circle members. All Circle members are encouraged to take the 5th Bridge Volunteer Pledge so they will receive the monthly e-newsletter with news of volunteer opportunities.

**#5 Follow your project schedule and do your projects.** Experience the joy of making a difference and the fun of serving with your friends. *Don't forget to take pictures and share your experiences by posting them on the 5th Bridge website.*

