

GUIDELINES FOR BLOCK CAPTAINS

Purpose

To provide an avenue for distribution of emergency or time sensitive material to all homes in BellaVita Community. Distribution material should be BellaVita community sensitive.

Block Captain Selection

Residents who are personable, caring, and physically able to walk one to two blocks have been selected by the Block Captain Coordinator and or have volunteered to serve as Block Captains.

Process

The BellaVita Communications Committee will prepare the information, which might be as simple as a flyer, or might consist of an entire packet to be delivered to each of the houses in the assigned area. The information will be pre-counted and placed in door hanger bags for each Block Captain. The packets will be placed in a special bin and kept at the Clubhouse desk. The call to action will normally come by email or by telephone (if Block Captains have not supplied an email address). Block Captains are to pick up their packets at the Clubhouse and distribute the information to the residents in their assigned area. The Communications Committee have agreed to set May and November as normal delivery times so that the board and clubs can plan around those two deliveries. This schedule will offer a planned schedule for items that are less time sensitive.

Tools

Block Captains are given a roster of information about the residents in their assigned area, which should be kept completely confidential at all times. Each Roster contains the name, address, phone number (unless unlisted) and email addresses (when available) for each home assigned to the Block Captain.

Block Captain Responsibilities

- Contact each homeowner and give them your contact information
- Distribute material to each household assigned within one week of notification
- Update the Roster as necessary with new phone numbers or email addresses.
- Report move outs, new residents, and contact changes to Thordean Campbell, the Block Captain Coordinator at 281-464-9009 or email to campbellmt@att.net
- Select a Block Captain Alternate if one is not assigned.
- Attend Block Captain Meetings when scheduled.