

# Stone Soup Sustainability:



## Workbook





## Acknowledgments

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Corporation for National Service  
1201 New York Avenue, N.W.  
Washington, D.C. 20525  
(202) 606-5000  
<[www.nationalservice.org](http://www.nationalservice.org)>

### **Corporation for National Service**

Created in 1993, the Corporation for National Service oversees three national service initiatives – AmeriCorps, which includes AmeriCorps\*VISTA, AmeriCorps\*National Civilian Community Corps, and hundreds of local and national nonprofits; Learn and Serve America, which provides models and assistance to help teachers integrate service and learning from kindergarten through college; and the National Senior Service Corps, which includes the Foster Grandparent Program, the Senior Companion Program, and the Retired and Senior Volunteer Program (RSVP).

### **National Service Fellowship Program**

The National Service Fellowship Program, launched by the Corporation for National Service in September 1997, involves a team of individual researchers who develop and promote models of quality service responsive to the needs of communities. The goal of the program is to strengthen national service through continuous learning, new models, strong networks, and professional growth.



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## The Story of Stone Soup

*A hungry peddler comes upon a town in famine. While looking for a place to have dinner the peddler meets up with the town blacksmith. When the peddler asks where he might partake in a meal, the blacksmith said "You'll find no food here, all the townspeople have hoarded their food and will not share with one another, especially not a stranger." To this the peddler declared that he had all the ingredients for a wonderful meal and that he would cook for the famine-ridden town. The peddler asked if he could borrow a kettle from the blacksmith and began to build a fire. When the blacksmith returned with the kettle they filled it with water and waited for it to boil. When the water began to boil the peddler reached deep into his coat pocket and pulled out a simple stone. He dropped the stone into the kettle of boiling water and leaned over the kettle and sniffed the air, licked his lips and declared that this was to be one of the best batches of stone soup he ever made. The townspeople began to gather around the kettle to see what this peddler was cooking up. Curiosity and hunger broke the silence of one townsman who said, "Stone soup is good, but it's even better with potatoes." Another villager shouted out, "What you really needed are quality carrots." And with that the villagers went to their respective homes, brought out the best food in their cabinets and dropped it in the pot. After all of the villagers had eaten the marvelous stone soup, they offered to purchase the stone. The peddler replied that he couldn't take money for the stone and left it for the townspeople. Years after the famine had passed, villagers could still be heard bragging about how wonderful their community's stone soup was.*

~Old Russian Folk Tale



## Welcome

The peddler in “Stone Soup” is much like the role a VISTA plays in the community. Using only a stone, the peddler organizes the community and helps them figure out a way to end their hunger. Similar to the peddler, VISTAs have a wonderful ability to inspire their communities to share the best they have to offer. For thirty-five years VISTAs have been mobilizing communities across the United States to make important changes. The goal of a VISTA’s work is to create a project that empowers a community to take action on difficult issues and establish a project that will last long after the last VISTA has left. Sustainability is a challenge that begins the first day of a project and how it can be achieved is a question that should be asked daily. This workbook was developed to help VISTA create sustainable projects.

The workbook was developed to help VISTAs organize project material so that it can be passed on to their successor. The workbook is a series of checklists to help VISTAs collect and organize project material; it was designed for a three-ring binder. The checklists provide general suggestions of helpful information to gather, and VISTAs are encouraged to supplement this with project and community-specific information. By capturing the suggested project material and sharing thoughts on how the project and VISTA experience can be changed, VISTAs can increase the chances for a sustainable project. The workbook also includes some suggestions and reflections from VISTA alumni. These sections are meant to give a sense of the important work VISTAs have accomplished in the past as well as the legacy their service experience has had upon them both personally and professionally.

Throughout the workbook you’ll see “resource material.” All of the publications mentioned in the workbook are available through National Service Resource Center (NSRC) administered by ETR Associates.

ETR Associates  
P.O. Box 1830  
Santa Cruz, CA 95061-1830  
Phone: 800-860-2684  
Fax: 831-430-9471  
[www.etr.org/NSRC](http://www.etr.org/NSRC)

The workbook is part of the *Stone Soup Sustainability Series* developed for the AmeriCorps\*VISTA community. There are two other resource pieces in the series: **Stone Soup: How to Sustain the AmeriCorps\*VISTA Experience** and **Stone Soup Sustainability: A Supervisor's Guide to Developing AmeriCorps\*VISTA Workplans**. The training manual is a compilation of training activities designed to help the AmeriCorps\*VISTA community increase their awareness of sustainability. The guidebook was designed to follow an AmeriCorps\*VISTA project from its beginning stages through its final grant year, provides supervisors with the checklists, timelines and sample project material to help create, implement and sustain a AmeriCorps\*VISTA project.

I hope you find this workbook useful and that it helps you create sustainable community development projects. Good Luck!

~Amy Bonn, National Service Fellow. VISTA Alum





## Host Organization Information

The following is a list of material that will help you get to know your host organization. As you develop project material during your service year, think about what information might be useful to future VISTAs.

- Organizational chart
- Annual report
- Mission statement
- Brochures/pamphlets on specific projects

*One thing you need to do early on is make contact, establish a relationship with what we now call community gatekeepers; these are the important people in the community. There are the county agency people who at least had the potential to make my job easier and there were community leaders ranging from some black farmers who had some influence to the county funeral director. It's important to get in touch with them and sit down with all of them and get their views and make it clear that you're there to learn from them and not to tell them what to do. This is learning the community's ecology; it's knowing where people go to meet, where they hang out, where they go to school, where they go to church, how they interact with each other, that sort of thing.*

~Dr. Daniel Blumenthal. Director of Community Medicine. Moorehouse School of Medicine, VISTA Alum

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### Resource Material

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**QuickSilver: Adventure Games, Initiative Problems, Trust Activities and a Guide to Effective Leadership** by Karl Rohnke and Steve Butler

**Curing Terminal Niceness: Building Healthy Volunteer/Staff Relationships** by Marilyn MacKenzie

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>



## Community Information

Here's a good spot to put information about your host community. Collect information that will give others a sense of the area's history and why the VISTA project is needed.

- Chamber of Commerce publications
- United Way resource book
- Material from host community's historical society
- Census data <www.census.gov> Enter the zip code(s) of your service area you can download helpful demographic data
- A map of the community including an outline of the host site's service area
- List of where to post flyers
- List of community gathering places (post office, diner, school sporting events etc.)

***On serving in a community very different from the one he grew up in:***

*First of all, we were kids and we didn't know their culture. We didn't know anything about them. Who are we to go and help these people? What were we doing there? I'm not sure that the community knew but they treated us with incredible respect and with love.*

~ Ray Magliozzi, Co-host of the radio show "Car Talk", VISTA Alum.

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### Resource Material

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**Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey** by Michael Winer and Karen Ray

**Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets** by John P. Kretzmann and John L. McKnight

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>



## Project Material

As the project progresses be sure to include a copy of all major documents in this section.

- Project application
- Workplan
- Job description
- Quarterly reports
- Recruitment flyers
- Newsletters
- Contact information about state and national recruitment assistance
- Project numbers (number of people served, number of volunteer hours, etc.)

*For me, and probably for the other VISTAs too, VISTA is more than just a thing that you did, it was an experience. It was philosophical. It was spiritual. It was a whole bunch of those other things that made it so important to folks and that's what made it fun as well as rewarding; I think that that's an important element. Another important element is that you really have to work to make it fun. I saw a number of VISTAs who didn't have enough of a sense of humor about life in general I guess. Because you're working, in very difficult and challenging environments you're seeing and being exposed to things that aren't the way it's supposed to but if you can't get some sense of humor about it will just suck you dry.*

~ Peter Waite, President of Laubach Literacy International, VISTA Alum

*It's a VISTA's chore not to come there and be employees but to carve a way for people who are gonna be left there. Carve a path for them. Help them do that, help enable them. And in the process you're going to get so much more out of it than you ever gave.*

~ Wisconsin State Senator Gwendolyn Moore from Milwaukee. VISTA Alum.

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### Resource Material

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The National Service Resource Library has a series of on line documents including job descriptions, mission statements, policies and press releases. This material can be accessed through their website at <[www.etr.org/nsrc/forms/index.html](http://www.etr.org/nsrc/forms/index.html)>

### Getting Started - A Guide for AmeriCorps Members

**Principles to High Quality National Service Programs** by the Corporation for National Service

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>



## Community Contacts

Here's the place to list all the helpful project people you've been working with. On the attached sheet please list the people who have been most helpful to you in your project.

- Advisory board/mentors for the project
- Government contacts
- Helpful nonprofit staff members
- Trainers
- Heads of local civic organizations
- School contacts

*Sustainability is what you build in the community. I mean that's where your work may live on if it's valuable. If it's valid people buy into to your work and they help get the project started. The important thing is to engage with the community not to be separate from it.*

~Tom Flemming, Corporation for National Service.  
VISTA Alum.

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### Resource Material

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**New Community Collaboration Manual** published by the National Assembly of National Voluntary Health & Social Welfare Organizations

**Quickening of America** by Lappe, Frances Moore and Paul Martin Du Bois

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>

# Contact List

Name	Phone Number	Email	Address	Helped with what Project(s)	Notes





## Volunteer Development

What are some effective strategies you have used to recruit volunteers? Where have you gone to recruit? How have you trained? This is the section where you should record your ideas for volunteer development.

- List of volunteers and their contact information
- How you contact volunteers (by phone, email, mail)
- List of activities volunteers helped with
- Recruitment material (newspaper announcements, posters)
- Training schedules and agendas you've used for volunteer training
- How you think volunteers could help in the future
- Types of volunteers you are looking for (accountant, someone with computer skills, someone who has a background in education, etc.)

*VISTA emboldened us to go out and do things that you would never do. I'm normally very quiet and very shy but in order to get things that you had to go and speak in front of large numbers of people and present your case. I would be shaking in my boots but I knew I had to stay on top of it to get my point across in order to get the help that I needed for the community.*

~Monique Magliozzi, VISTA Alum.

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### Resource Material

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**Volunteer Management Handbook for Effective Development of Volunteer Programs** by Ann Jacobson.

**Volunteer Development Toolbox** by Marilyn MacKenzie and Gail Moore.

**The Resource Connection: The Newsletter of the National Service Resource Center** <[www.etr.org/nsrc/newsletter.html](http://www.etr.org/nsrc/newsletter.html)>

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>



## Grants and Funding Opportunities

It's helpful to put all of the funding material in one spot. Take some time to write down on the attached sheet helpful resources, contact people and events and grants that you would recommend pursuing in the coming year.

- Contact information of donors
- Names and application copies of grants you applied for. If you received the grant what type of reporting expectations does the funder have? If you didn't get the grant did you receive any feedback about why not and how might this affect future applications for this grant?
- Names and contact information for foundations you've approached
- Description and event material for fundraising events held and suggestions for future events
- Letters of support for grants
- Membership material (solicitation letter, thank you letter)
- People who helped develop the grant, reviewers, experts in a particular fields, etc.

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### Resource Material

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**101 Ways to Raise Resources**  
by Steve McCurley and Sue Vineyard

**Fundraising Ideas: Over 225 Money Making Events for Community Groups, with a Resource Directory** by Janell Shride Amos

**Winning Grants Step By Step** by Mim Carlson

**Grassroots Grants: An Activist's Guide to Proposal Writing** by Andy Robinson

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>

*The skills I use now to pull together multimillion dollar projects, when we have opportunities to do that, are the same ones that I was using back in 1972 to pull together money for my VISTA project. As a VISTA I was asking for a hundred dollars here and a hundred dollars there and a school bus and a dump truck and paint; it's still the same skill set I use today.*

~Peter Waite, President of Laubauch Literacy International. VISTA Alum

# Grant and Funding Opportunities

Name of

Grant/Funding  
Opportunity

Contact  
Person

Phone  
Number

Address

Due  
Date

Notes

Name of Grant/Funding Opportunity	Contact Person	Phone Number	Address	Due Date	Notes





## Training Opportunities

What local and regional resources are there to help build the skills of VISTAs? In this section of the workbook write down classes, workshops and trainings that would be helpful to future VISTAs.

- National Service training opportunities
- Names and contact information of people in the community who have expertise in helpful areas
- Online opportunities
- Scholarship opportunities for training
- Local training suggestions (college, training sponsored by another organization)

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### Resource Material

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The National Service Resource Center keeps a list of conferences and training opportunities of interest to Americorps\*VISTAs. You can access this list on their website at: <[www.etr.org/nsrc/calendar.html](http://www.etr.org/nsrc/calendar.html)>

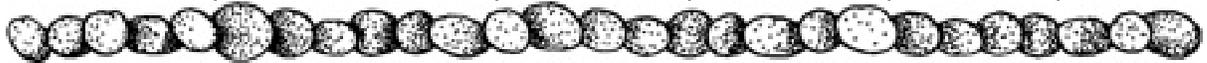
*The things on my VISTA project that I thought were a pain in the butt would always turn out the other way. It's changed my whole perspective on life because I'm always saying there's a light in this somewhere I just don't know where it is right now. It always happens. Always.*

~Barbara Niess, Corporation for National Service Staff. VISTA Alum.

# Training Opportunities

Name of Training	Topics Covered in Training	Training Date	Contact Person	Phone Number	Notes
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## Communication

This is the who, what, when and where section of the workbook. Who did you talk with during your service year? What material did you develop for them? When is a good time to contact them? How would you suggest other VISTAs work with them?

- Contact names and numbers of local radio, television stations and newspapers.
- Press releases
- Newspaper articles
- Letters (to funders, to volunteers, thank you notes, etc.)

*What I remember from VISTA was the courage, accomplishments and heroic efforts made by so many people who did not have the advantage of education, money or influence. My experience defied all of the stereotypes my generation was brought up with around welfare, welfare recipients, race, and poverty. I was a twenty-year-old, red headed, freckle faced, southern white boy from southeast Virginia when I entered VISTA in 1966. I trained in the southeast Bronx (NYC) and was then assigned to United South End Settlements in Boston.*  
~Norman Olshansky, VISTA Alum.

### ***Advice to Fellow VISTAs***

*Listen*

*Visit*

*Commit one random act of beauty or kindness a day*

*Write down one word that encapsulates the day in a journal*

*Fast once a week (put savings in a jar)*

*Take photographs.*

*Write one note of appreciation a week.*

~Shayne DelCohen,. Writer.  
VISTA Alum.

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### **Resource Material**

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**Accessing the Media** produced by ACTA Publications (video)

**A Guide to Working with the Media** by the Corporation for National Service

Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>



## Transition Information

This is the place to list all of the things that you think would make life easier for the incoming VISTA or staff member. Project recommendations, orientation suggestions as well as how and why the project has changed over the past year is really helpful information to share.

- Letter of introduction from departing AmeriCorps\*VISTA introducing new AmeriCorps\*VISTA to the community.
- List of what needs to be done on specific projects
- What's changed in the project?
- What you would be doing if you were staying on
  - \_ Orientation suggestions
- Location of files on the computer
  - \_ Contact information for the VISTAs who have served on the project

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### Resource Material

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AmeriCorps Alums' website has a listing of job opportunities and networking suggestions. You can reach their website at <[www.americorpsalums.org](http://www.americorpsalums.org)>

**Life After AmeriCorps** by the Corporation for National Service Available through the National Service Resource Library:

ETR Associates

Phone: 800-860-2684

<[www.etr.org/NSRC](http://www.etr.org/NSRC)>

Connection The Newsletter of the National Service Resource Center Volume 3, Number 1 \* Summer 1997. Newsletter Theme: Next Steps Preparing Members for Life After AmeriCorps <[www.etr.org/nsrc/newsletter.html](http://www.etr.org/nsrc/newsletter.html)>

*One of my favorite quotes is a Chinese proverb that I think relates well to VISTA service, "One generation must plant the tree in order for the next to enjoy its shade." Often, it's difficult to see the change we are effecting in our communities; the instant, visible satisfaction of helping others often does not exist in our service. VISTA's work for long-term change. This can be disheartening, especially around the middle of our service year. It's hard to continue under the conditions under which we serve without receiving some sort of intrinsic reward, to actually see that we are making a difference. This is the time when it is important to remember the 'trees' we are planting in our communities, to focus on the big picture and larger goals of our projects, and to remember how we as individuals fit into this picture. Like trees, the changes we are effecting will take years to reach their potential, to provide the 'shade' to those we are serving. We are doing more to change our collective communities than we'll ever know; the positive actions we are taking now ripple-out into our communities and touch countless numbers of people, spreading out over numerous years. The service we are each doing is important. If we want to create shade, we can't wait for the next generation to plant the trees. We have to start now. VISTA service gives us the means to do so.*

*~Jarron Paronto, AmeriCorps\*VISTA Leader Bridging the Gap, Kansas City, Missouri*



## Reflections and Suggestions

Here's an opportunity for you to share some practical as well philosophical things you've learned from your VISTA experience.

- List of housing suggestions
- Doctors you used
- List of where to go for inexpensive food
- Programs that provide benefits to low-income people (i.e. utilities, scholarships for kids)
- Suggestions for social and recreational activities
- Names and phone numbers of local alumni or current AmeriCorps members
- What you learned from your service experience and what you would do differently
- Thoughts on the host community and host organization
- How you've changed as a result of your service experience
- Book and movie suggestions

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### Suggested Reading List

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*National Service and AmeriCorps* by Allan Metz

*AmeriCorps: Serve Your Country and Pay for College* by Conway Greene

*The Call of Service: A Witness to Idealism* by Robert Coles

*The Bill: How the Adventures of Clinton's National Service Bill Reveal What Is Corrupt, Comic, Cynical, and Noble About Washington* by Steven Waldman

*In Service to America: A History of VISTA in Arkansas 1965-1985* by Marvin Schwartz

*The Cathedral Within: Transforming Your Life by Giving Something Back* by Bill Shore

*The Milagro Beanfield War* by John Nichols

*She's Come Undone* by Wally Lamb

*The Call of Stories: Teaching and the Moral Imagination* by Robert Coles

*Rules for Radicals* by Saul Alinsky

*How People Get Power* by Si Kahn

*When I arrived for work the day after my PSO, I was shown to a practically empty room with just some chairs, a desk, a phone, and a computer. I was informed that the woman who would be acting as my supervisor was only part-time and would focus only on fundraising. My charge was to do everything else involved in the creation of a new family center in a low-income neighborhood of Seattle. So I sat down at the desk, pulled out a piece of paper, and started a list of things to do. 1. Buy a sign for the window. 2. Think of some activities to start up next month. 3. Find some families. And so the Cascade Family Center was started.*

~Lisa Meierotto, AmeriCorps\*VISTA and AmeriCorps\*VISTA Leader Cascade Family Center, Seattle, Washington and the Enterprise Foundation in New York City



## National Service Resources

Because some of the training and technical assistance providers change over the years, it's helpful to consult the following site for an up-to-date listing of providers: at <[www.etr.org/nsrc/resguide/rgtoc.html](http://www.etr.org/nsrc/resguide/rgtoc.html)>

### **National Service Resource Center (NSRC)**

ETR Associates

P.O. Box 1830

Santa Cruz, CA 95061-1830

Phone 1 (800.)321-4407 (6:30 a.m. to 5:00 p.m. PST).

Fax 1 (800) 435-8433

Website: <[www.etr.org](http://www.etr.org)>

### **Disability Issues**

United Cerebral Palsy Associations/ Access AmeriCorps

1001 Connecticut Ave., NW, Suite 410

Washington, DC 20036

Telephone: 202-785-3891

Fax: 202-296-0349

E-mail: <[info@nonprofitrisk.org](mailto:info@nonprofitrisk.org)>

Website: <[www.nonprofitrisk.org](http://www.nonprofitrisk.org)>

### **Evaluation Assistance**

Aguirre International/Project STAR (Support and Training for Assessing Results)

480 East 4th Ave., Unit A

San Mateo, CA 94401

Telephone: 800-548-3656

Fax: 650-348-0261

E-mail: <[star@aiweb.com](mailto:star@aiweb.com)>

Website: <[www.projectstar.org](http://www.projectstar.org)>

### **Human Relations and Diversity**

CHP International

1040 North Blvd., Suite 220

Oak Park, IL 60301

Telephone: 800-635-6675 or 708-848-9650

Fax: 708-848-3191

Website: <[www.chpinternational.com/DIVERSE.html](http://www.chpinternational.com/DIVERSE.html)>

### **Leadership Training**

National Service Leadership Institute

Bldg. 386, Moraga Ave.

P.O. Box 29995

Presidio of San Francisco, CA 94129

Telephone: 415-561-5950

Fax: 415-561-5955

### **Organizational Development and Program Management**

United Way of America

701 North Fairfax Street

Alexandria, VA 22314-2045

Telephone: 703-836-7100, ext. 436

Fax: 703-549-9152

Website: <[www.unitedway.org](http://www.unitedway.org)>

### **Supervisory Skill Training**

National Crime Prevention Council

1700 K Street, NW, 2nd Floor

Washington, DC 20006-3817

Telephone: 800-355-1200 / 202-466-6272

Fax: 202-785-0698

Website: <[www.ncpc.org/amicorps.htm](http://www.ncpc.org/amicorps.htm)>



**Sustainability**

Campaign Consultation

2817 St. Paul Street

Baltimore, MD 21218

Telephone: 410-243-7979

Fax: 410-243-1024

Website: <[sustainability@campaignconsultation.com](mailto:sustainability@campaignconsultation.com)>





## On Line Sustainability Resources

**Sustainable Seattle:** <[www.scn.org/sustainable/susthome.html](http://www.scn.org/sustainable/susthome.html)> Listing of policies, how Seattle has organized volunteers, 1998 Sustainable Community Indicators Report, and project descriptions (Neighborhood Network Team, Policy Group, and the Seattle Guide to Sustainable Living).

**Center of Excellence for Sustainable Development:** <[www.sustainable.doe.gov/](http://www.sustainable.doe.gov/)> Site has case studies, rural and urban specific sustainability information, funding opportunities and houses toolkits for the following topics: Land Use Planning, Green Buildings, Transportation Economics, Industry, Disaster Planning, Community Development

**United States Environmental Protection Agency Funding Page:** <<http://134.67.55.16:7777/DC/OSECWeb.nsf/Grants?OpenView>> Comprehensive listing of foundation and governmental funding opportunities for sustainable community development. Very helpful writing tutorial included in site.

**Amherst H. Wilder Foundation:** <[www.wilder.org/pubs/pubcatlg.html](http://www.wilder.org/pubs/pubcatlg.html)> A series of community collaboration and community building, leadership development and marketing and fundraising publications available: A sampling of their titles: Collaboration Handbook: Creating, Sustaining, Organizing for Social Change, Leadership, Management, and Planning: All the Way to the Bank: Smart Money Management for Tomorrow's Nonprofit, Consulting with Nonprofits: A Practitioner's Guide, Coping with Cutbacks: The Nonprofit Guide to Success When Times Are Tight, Marketing Workbook for Nonprofit Organizations Volume I: Develop the Plan, Wilder Nonprofit Field Guide to Conducting Successful Focus Groups, Wilder Nonprofit Field Guide to Getting Started on the Internet.

**The Asset-Based Community Development Institute for Policy Research, Northwestern University:** <<http://www.nwu.edu/IPR/abcd.html#AA>> Guide to Mapping and Mobilizing the Economic Capacities of Local Residents (1996), A Guide to Mapping Local Business Assets and Mobilizing Local Business Capacities (1996), A Guide to Mapping Consumer Expenditures and Mobilizing Consumer Expenditure Capacities (1996), A Guide to Capacity Inventories: Mobilizing the Community Skills of Local Residents (1997), A Guide to Evaluating Asset-Based Community Development: Lessons, Challenges, and Opportunities (1997), A Guide to Creating a Neighborhood Information Exchange: Building Communities by Connecting Local Skills, and Knowledge (1998), City-Sponsored Community Building: Savannah's Grants for Blocks Story (1998), Newspapers and Neighborhoods: Strategies for Achieving Responsible Coverage of Local Communities (1999).

**Sustainable Communities Network:** <[www.sustainable.org](http://www.sustainable.org)> Site provides a listing of sustainable development funding sources, case studies, publications on the following topics: Smart Growth, Governing Sustainability, Civic Engagement, and Community Indicators.

**Center for Livable Communities:**<[www.lgc.org/clc/](http://www.lgc.org/clc/)> Hotline and Referral Help  
1800-290-8202

**Civic Practices Network:** <[www.cpn.org/index.html](http://www.cpn.org/index.html)> Civic Practices Network (CPN) Center for Human Resources, Heller School for Advanced Studies in Social Welfare/Brandeis University/ 60 Turner Street/Waltham, MA 02154/ Phone: (617) 736-4890. *Community Manuals* (i.e.: Community Building in Public Housing: The Ties that Bind People and their Communities, Planning Community-Wide Study Circle Programs: A Step-by-Step Guide, The Busy Citizen's Discussion Guide: Violence in Our Communities, Building Communities From The Inside Out: A Path Toward Finding and Mobilizing a Community's Assets, The Community Visioning and Strategic Planning Handbook)



Environmental Manuals, Networking Manuals, Family, Gender and Children's Manuals, Work and Empowerment Manuals, and Youth Education Manuals.

**National Town Meeting for a Sustainable America:** <[www.sustainableusa.org/](http://www.sustainableusa.org/)>  
Some interesting best practices profiles on youth, environmental and housing programs.

**Community Research network (Loka Institute):** <[www.loka.org/crn/index.htm](http://www.loka.org/crn/index.htm)>  
Great linking page for a variety of social issues ranging from health to the environment to agricultural issues. Also, the site houses a comprehensive issue database and listing of funding sources.

**Kellogg collection of community development resources:** <[www.unl.edu/kellogg/index.html](http://www.unl.edu/kellogg/index.html)> A comprehensive database of community development guidebooks, manuals, workshop materials, reports, books, and videos. Useful for rural, urban, and suburban topics.

