Quick Start Guide

Mission Statement

"Empower neighbors, foster leadership, and improve community interaction and empathy thru the sharing of common activities and interests."

What is Communiteach?

Communiteach is a buzzword commonly used to describe neighbors teaching neighbors, a process that naturally strengthens community bonds thru the sharing of common activities and interests. This peer-to-peer model is completely decentralized, meaning no one is in charge, and anyone can host or attend an event. If you're interested but not sure where to start, please refer to the details below. Although this model is being started in Troy Hill (http://troyhillpittsburgh.com/communiteach/), all Pittsburgh neighborhoods are encouraged to participate!

And although Communiteach is primarily intended to reduce the barrier of entry for those with little to no community organizing experience or organizational support, those that are already successfully hosting community events are still welcome to use as little or as much of the Communiteach model, "brand", and social media network as is helpful.

Event Examples

Events can be anything from cooking lessons, home improvement projects, gardening, and financial education, to round table/panel topic discussions, board game nights, crafting and DIY classes, repair workshops, and exercise classes. Anything you'd like to share with neighbors is fair game. They can be standalone events, or lead to the formation of new neighborhood clubs and classes with reoccurring meetups. Make them as informal or formal as you like. Everyone has something unique to share, so don't be shy!

An efficient, low risk way to start is to simply invite neighbors over for an activity you had already planned to do, such as: changing your car's oil, planting your garden, baking a family recipe, replacing a leaky plumbing fixture, and so on. That way, even if no one can attend, you've still completed what you set out to do.

Event Details

Although all event details, including cost, are ultimately decided by the host, free or Pay-What-You-Can is strongly encouraged to maximize accessibility regardless of attendee income level. This is particularly encouraged for events requiring no material purchases or expenditures on behalf of the host.

For events requiring material purchases, third party instructor fees, or significant preparation, an at-cost (no profit) model is suggested, with ticket prices reflecting the fair value of the activity.

Funding and Materials

The following are possible sources for funding and materials.

Funding:
- https://awesomepgh.com/
- http://www.sproutfund.org/
- http://www.onenorthsidepgh.org/
- https://www.ioby.org/Pittsburgh

Materials:
- https://www.cjreuse.org/
- http://pccr.org/
- https://pittsburgh.craigslist.org/d/free-stuff/search/zip
- https://www.facebook.com/groups/2030154720544092/?ref=br_rs (Buy Not a Thing Northside)

Advertising Your Event – General Advice

Eventbrite (https://www.eventbrite.com/) is strongly suggested as it can automatically facilitate the event to multiple Facebook pages and groups, as well as to other social media platforms. This platform is also advantageous in that attendees do not need to create a user account or have other social media accounts; the only RSVP requirement is a name and email address.

Consider sharing events to Facebook groups or pages representing your neighborhood, in addition to your own personal account. You are also encouraged to share your event on the Communiteach Facebook group (https://www.facebook.com/groups/158112578235316/), in order to directly reach those interested in this program. Alternatively, consider using Nextdoor (https://nextdoor.com/), a social media service intended primarily for neighborhood communication.

If technology isn't your thing, consider posting flyers on community bulletin boards and at local businesses and organizations (ask permission first). You may even be able to get assistance from you Community Development Council (ex. Polish Hill Civic Association, Troy Hill Citizens, etc), in the form of listings on their events calendar, mailing list and newsletters or help in creating flyers.

Advertising Your Event – Troy Hill

Events can reach a wide audience on social media via the two primary Troy Hill Facebook pages: Troy Hooligans (https://www.facebook.com/groups/276975932312824/?ref=br_rs) and Troy Hill Citizens (https://www.facebook.com/TroyHillCitizens/). Events submitted to troyhillpittsburgh AT gmail.com can also be added to the Troy Hill Citizen's events calendar (http://troyhillpittsburgh.com/), newsletter and Facebook.

Event Locations – General Advice

While events can be hosted anywhere, including your own residence or public parks, why not utilize a local organization or business as part of the process before, during or after? For example, consider following an event with a happy hour at a local establishment, or combining the two.

Event Locations – Troy Hill

The following locations are currently available. This list will be continuously updated, with availability subject to change.

- Troy Hill Citizens Office (1619 Lowrie St.)
  - By appointment. Please contact: troyhillpittsburgh AT gmail.com

Potential Troy Hill locations include Provident Charter School, Most Holy Name School Hall, VFW, Grace Lutheran Church, Pear and Pickle, Scratch F&B, Spaces Corners, and so on. If you're interested in a potential location, stop in or call. Worst case, even if they can't accommodate your event, you'll still get to meet someone new in the community! If you are an organization interested in being added to the above list, please contact troyhillpittsburgh AT gmail.com with your address, preferred scheduling method, and preferred contact method.

Liability

A sign-in sheet and liability waiver is strongly recommended at any event, regardless of the likelihood of injury. A template is provided on the following page, which can be edited and printed to suit your own event.

Minimum criteria suggested for an attendee sign-in sheet/liability waiver includes:

- Printed name
- Signature
- Event Date
- Email (optional, if you wish to create an email list for re-occurring events).

A liability statement is also suggested, such as:

"By signing below, I acknowledge that I agree to participate according to my own limitations; take full responsibility for my own safety and well-being; and release [your name] from any liability associated with participation in [event name]."

[Event Name] Sign-in Sheet and Liability Waiver

By signing below, I acknowledge that I agree to participate according to my own limitations; take full responsibility for my own safety and well-being; and release [your name] from any liability associated with participation in [event name].

Print	Sign	Date (MM/DD/YYYY)	Email