

# Hampton Neighborhood Commission



*People. Partnerships. Possibilities!*

## Neighborhood-Serving Organization Registration Program

*Instructions &  
Contact Submission Form*

# Neighborhood-Serving Organization Registration Program

## Neighborhood-Serving Organization Registration

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### *Overview of Policy and Procedures*

#### **I. Hampton Neighborhood Initiative**

The Hampton Neighborhood Initiative is a partnership of neighborhood-serving organizations, the Neighborhood Commission, the City of Hampton, area businesses and non-profits that is dedicated to improving the quality of life in Hampton's neighborhoods. Any organization can participate in the Hampton Neighborhood Initiative; the basic criterion for participation is that the organization be inclusive, *is working at a neighborhood level and follows the guiding principles of the Hampton Neighborhood Initiative*. A participating neighborhood organization must demonstrate that they have given everyone in the organization the opportunity to participate. A neighborhood-serving organization is an inclusive group of neighborhood stakeholders who come together in order to work together to make their and other neighborhoods better.

The Guiding Principles of the Neighborhood Initiative are listed below:

1. *Hampton neighborhoods are valuable community assets.*
2. *City government should be flexible enough to serve the unique needs of individual neighborhoods.*
3. *Partnerships are critical. Everyone has a stake in neighborhoods and everyone has a contribution to make.*
4. *Neighborhoods should be places where families are strengthened and youth are supported.*
5. *Neighborhoods should be safe, offer economic opportunity, support social interaction and civic involvement, and provide recreation and education opportunities to all residents.*
6. *Neighborhoods should be places where people want to live.*

#### **II. Neighborhood-Serving Organization Registration Program Policy**

##### **A. Purpose of Program**

The primary purpose of the registration program is to serve as a tool in identifying and developing relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts.

##### **B. Eligible Organizations**

A neighborhood organization is defined as an inclusive group of neighborhood stakeholders who work to make their local neighborhood or community better. Neighborhoods have both geographic (place-oriented) and social (people-oriented) components. Neighborhood-serving organizations represent specific interests and provide services to the local community and potentially the community at large. Both Neighborhood Organizations and Neighborhood-Serving Organizations are eligible to register for the Neighborhood-Serving Organization Registration program.

##### **A. Neighborhood Organization**

Neighborhood organizations are primarily place based organizations that serve a smaller defined area of the Hampton community. These organizations, while representing unique interests and participating in various social activities, generally focus their efforts in a specific portion of the community but also represent a broad range of stakeholders. Examples: neighborhood association, block club, homeowners association, etc.

##### **B. Neighborhood-Serving Organization**

Neighborhood-serving organizations are primarily people based organizations that often serve a broader area within a specific interest or activity in the community in the community. These organizations typically represent residents from multiple geographic areas of the city; generally focus their efforts on specific segments or interests of residents. Neighborhood-serving organizations typically are not bound by geography but by scope or activity. Examples: PTSA, Scouts, recreational association, special interest group, etc.

# Neighborhood-Serving Organization Registration Program

## **C. Benefits of Registration**

- Recognition by the Hampton Neighborhood Commission
- School facility use without insurance
- Web-site development & linkage to the Housing & Neighborhood Services web page
- Inclusion in Hampton E-News for neighborhood related events, opportunities, and news.
- Priority access to training opportunities, including the Neighborhood College and workshops
- Technical assistance in
  - the outreach efforts of your organization
  - assessing the effectiveness of your organization
  - improving your organization and addressing complex quality of life issues

## **D. Annual updates**

Registered organizations are required to annually update their contact information either through their Neighborhood Commission representative, Capacity Committee members, or Community Development staff person.

## **III. Neighborhood Organization Registration Procedures**

### **A. Form Submission**

All forms are to be submitted to or reviewed by a Hampton Neighborhood Commissioner either in person or electronically. Should the Community Development staff person receive a form prior to a Commissioner, staff will forward the form to the appropriate Commissioner for follow-up.

### **B. Commissioner Follow-up**

The District Commissioner will then make direct contact with the organization to discuss the group's history, purpose, goals, and any potential partnership opportunities in which the Commission may assist in helping the organization to achieve their goals.

### **C. Civic Communications Committee Update**

The district commissioner would share this information with the chair of the Civic Communications Committee. At their following meeting, the Civic Communications Committee may offer additional information to the District Commissioner or directly to the organization about specific resources and/or potential partnerships that may assist the neighborhood group in achieving their organization's goals. The Civic Communications Committee would then forward the list of newly identified organizations to the Hampton Neighborhood Commission for recognition as a registered organization.

### **D. Neighborhood Commission Recognition**

The newly identified organizations would then be invited to attend the following Neighborhood Commission Meeting to be recognized as a registered neighborhood-serving organization and a new partner in the Hampton Neighborhood Initiative.

# Neighborhood-Serving Organization Registration Program

## Initial Registration Form

The Neighborhood-Serving Organization Registration Program is a tool to identify, acknowledge, and develop relationships with key organizations and networks that make up the Hampton community. The registration program helps to initiate and maintain current contact information for neighborhood serving organizations throughout Hampton. These organizations represent a variety of interests, concerns, and perspectives but all are actively involved in improving the community through their ongoing efforts. A neighborhood organization is defined as “an inclusive group of neighborhood stakeholders who come together in order to work together to make their neighborhood and other neighborhoods better.”

### Organization Information

*Please Type or Print Clearly*

**Name of organization:** \_\_\_\_\_

**Website address (if applicable):** \_\_\_\_\_

**Organization mailing address (if applicable):** \_\_\_\_\_

**Please check the description that best describes your organization:**

- Neighborhood organization (neighborhood association, block club, homeowners association, etc.)
- Neighborhood serving partner (PTSA, Scouts, recreational association, special interest group, etc.)

**What area of the city does your organization directly represent or communicate with regularly?**

Please include a map indicating the boundaries of the outreach, if available.

**Does your organization publish a newsletter (print, electronic)?**   Yes   No

**How often does your organization meet or gather? (check all that apply)**

- As needed                       Occasionally                       Yearly                       Semi-annually
- Quarterly
- Bi-Monthly                       Monthly                       Bi-weekly                       Weekly                       Other\_\_\_\_\_

**What is the normal date, time and location of your meetings?** \_\_\_\_\_

**What year was your organization formed/started?** \_\_\_\_\_

# Neighborhood-Serving Organization Registration Program

## **Organization Background:**

*Please Type or Print Clearly, Add additional pages if needed*

**Briefly describe the purpose and top goals of your organization** \_\_\_\_\_

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**Describe the 2-3 primary methods your organization uses to obtain and share information with your members and partners on an on-going basis.** (i.e. newsletter, email, meetings, signs, phone tree...)

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**Please share the events your organization has each year or plans to have.**  
(i.e. clean-ups, picnics, celebrations, socials, tournaments, galas...)

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**Please share how your organization involves youth or plans to involve youth.**

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# Neighborhood-Serving Organization Registration Program

## Primary Organization Contact:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ (i.e. president, secretary, leader etc.)

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Secondary Organization Contact:

Name: \_\_\_\_\_

Position: \_\_\_\_\_ (i.e. president, secretary, leader etc.)

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**To submit your form please contact your Neighborhood District Commissioner.**

For more information on your area's District Commissioner, please visit [www.hampton.gov/neighborhoods](http://www.hampton.gov/neighborhoods) or contact the Community Development Department at 757-727-6140.