



What Makes a Successful Neighborhood Association?



It is important to remember that all neighborhood associations are different. Some are very large and encompass several hundred residences. Others are quite small and encompass one or two neighborhood blocks. Some neighborhood associations meet monthly. Others meet when the need arises. Despite the variety of neighborhood associations in Sunnyvale, there are several factors that contribute to the success of a Sunnyvale neighborhood association.

Successful Sunnyvale neighborhood associations generally do the following:

1. Establish clear geographic boundaries.
2. Develop a formal structure for their organization which usually consists of a President, Vice President, Secretary and Treasurer.
3. Draft by-laws which govern the association's operations.
4. Communicate effectively with neighbors through meetings, an association newsletter, or an email listserve.
5. Stay informed about issues, activities, and events within their neighborhood.
6. Plan ahead and make a yearly calendar of neighborhood meetings and events.
7. Attend the Sunnyvale Neighborhood Association Quarterly Meeting to network with other neighborhood associations and City staff, and to share any insights, questions, concerns or issues.
8. Develop clear neighborhood goals and continually strive to achieve those goals.
9. Work cooperatively with the City to address neighborhood questions or issues. Invite Sunnyvale staff from the City's Speaker's Bureau to attend their meetings to discuss topics of interest or concern.
10. Become a registered neighborhood association. The City's *Neighborhood Registry Program* provides several benefits to neighborhood associations including: free use of park facilities for meetings and special events, an opportunity to receive a neighborhood grant, placement on the City's web page, distribution of information about City issues and events, and assistance with neighborhood association activities, grant-writing and general information and referral.

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