



## Los Altos Block Action Team Program

*Connect, Care and Prepare*

### ***STEPS TO GETTING A BAT STARTED***

*Listed below are steps to getting your BAT up and running. All the documents are located at [www.losaltosbat.org](http://www.losaltosbat.org) in the Resources for BAT Leaders section.*

1. Identify the boundaries of your BAT. Make a list of the house addresses inside your BAT and enter this information on the **BAT Leader Check List**. Email this to [tom@losaltosbat.org](mailto:tom@losaltosbat.org). Please do this soon so we can generate maps of your BAT.
2. Download the **Sample Introduction Letter to Neighbors**. You will want to customize this with your contact information and optionally add your picture. Print a copy for each household in your BAT. (Your picture from the training session was emailed to you)
3. Download and print copies of the **Family Resource and Information Form (FRI form)** – you can leave this with neighbors who don't want to complete the document electronically (the Introduction Letter includes the location of an electronic version of this form) The electronic version does not allow the information to be saved on the form – so it will need to be printed and signed.
4. You may want to print copies of the **Start A Block Action Team** flier and use it as a handout as well. It has useful information that you can cover when talking with your neighbors.
5. Review the document **Scenarios for Meeting Your Neighbors**. This document describes how your neighbors may react along with suggestions on how to handle various situations. As mentioned in the Scenarios document – you may need to show your ID Badge and/or Volunteer recognition letter – which were mailed to you.
6. Visit your neighbors and encourage them to participate in the BAT with you. Leave the Sample Introduction Letter, the FRI Form (optional if they will use the electronic version) and the Start a Block Action Team flier if you decide to use it. Schedule a follow-up date when you can collect the completed FRI Form.
7. The information on the FRI form can be used to start a email group (guides on how to do this are on website) an Emergency Contact List (for you to use as a BAT Leader) and optionally a Neighborhood Directory, that can be distributed to your BAT members. While the Directory is an optional component, we highly suggest you create one – it will be a handy resource for everyone in your BAT.
8. Plan on attending the quarterly “Inspiration Sessions” which will be held the third month of every quarter. Come and share stories, get ideas, be educated and have fun with your fellow BAT Leaders.

Questions or comments – email [info@losaltosbat.org](mailto:info@losaltosbat.org) or call 650-949-5908.