



**Afterschool Centers on Education™**  
**Success – A Texas State of Mind™**

## Community Outreach Checklist

Before meeting with your target groups, use this handy checklist as appropriate for your audience:

### Step 1:

- Identify your target audience
- Identify and research businesses /organizations
- Make a list of appropriate contacts associated with targeted businesses/organizations
- Send an introductory letter
- Follow up with a phone call
- Schedule an in-person meeting
- Determine with whom (name and title) you will be meeting
- Record communications in your ACE Community Outreach Tracker (Excel spreadsheet)

### Step 2:

- Tailor your meeting presentation accordingly
- Compile your outreach materials (ensuring sufficient quantities) into a white, labeled pocket folder
- Practice your presentation ahead of time
- Invite students or others to participate

### Remember to bring the following materials:

- Brochure–Community Benefits
- Frequently Asked Questions
- PowerPoint Presentation
- Business Support Sticker