

## Shorewood Connects Neighbors

**The Shorewood Community:** A special place by a big lake comprised of a wide variety of people and neighborhood groups who care about their fellow neighbors, parks, businesses, schools and the environment. A connected group of people helping each other and watching out for one another.

### What is Shorewood Connects Neighbors?

A Shorewood initiative that promotes organized neighborhood groups. It connects residents of all ages within small block groups to enhance the quality of life for all.

### Why?

Feeling connected to other people in your community creates a sense of neighborliness and is an investment in the community. Sharing information saves everyone time and energy. It makes Shorewood safer. Connecting with your neighbors can even be fun! Think of all the things you can do with an organized neighborhood group -

- Have a Block Party
- Hold a block rummage sale
- Find a babysitter
- Locate help for raking or snow removal
- Coordinate meals after a hospital stay
- Get a home contractor recommendation
- Provide safety updates
- Welcome new neighbors
- Find a dog walker
- Start a book club

### How does it work?

It's a matter of collecting email addresses and/or phone numbers and using the list to communicate with your neighbors, following some general protocol. Communication within the group is usually via email, though you can do whatever works best for your group.

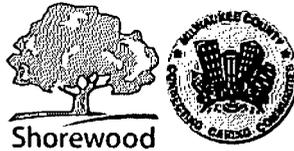
### Is it affiliated with The Shorewood Police Department?

No, however, you can sign up to receive email safety updates or Crime Statistics from the Shorewood Police Department if you want to. And you can get involved in Shorewood's Block Watch program if your neighborhood group is interested.

### How can I start a Neighborhood Group?

Get a **Shorewood Connects Neighbors Kit** from any of the following:

- Shorewood Village Hall – 3930 N. Murray Ave.
- Go to [www.villageofshorewood.org](http://www.villageofshorewood.org) and download a kit
- Call Sue Kelley, Shorewood Connects Facilitator, at (414) 961-7262 for more information



# Shorewood Connects Neighbors

## What is Shorewood Connects Neighbors?

A Shorewood initiative that promotes organized Neighborhood Groups. It connects residents of all ages within small block groups to enhance the quality of life for all.

## How do we get started?

### 1. Determine the area/addresses in your block or Neighborhood Group

- This could include both sides of one block/one street, or two blocks that share an alley, or one apartment complex/condominium etc...
- Be inclusive of everyone within the defined area

### 2. Select a lead organizer or organizers that will collect neighbor information

- Initially, this will require you to go "door-to-door" to ask your neighbors if they are interested and if you can include their information in your summary (see attached worksheet samples)
- You may circulate a sign-up sheet at a neighborhood block party or gathering
- Make sure to contact every residence in your Neighborhood Group – some people may not participate regularly in group gatherings, however, they may want to be part of the communication group should a need arise

### 3. Compile a summary of your group – several options are attached to this document – or make up your own. Just make sure that it is useful for your group

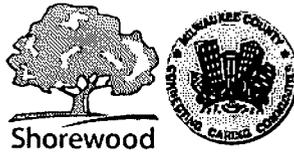
### 4. Determine a format

- Do you want to have an email distribution list?
- Do you want to have a hard copy of the list for neighbors to print and keep in a phone book? Do you want to include street addresses? Children's names/ages?
- Do you want to create a yahoo or google email group?

### 5. Set some ground rules

We recommend that neighborhood groups limit their communication to neighborly subjects

- For example: coordinating block parties, group rummage sales, finding leaf/snow removal assistance, locating babysitters, home contractor recommendations, sending safety updates, coordinating meals for neighbors that recently had surgery etc...
- Use email etiquette – don't share your list with others, don't send jokes or political ads (see attached summary for more specific recommendations)



## Shorewood Connects Neighbors

### 6. Notify Shorewood Connects Neighbors

We would love to hear how you are doing and if you have any suggestions for other Neighborhood Groups

Sue Kelley  
Facilitator, Shorewood Connects  
(414) 921-7262  
[skelley1@wi.rr.com](mailto:skelley1@wi.rr.com)

### 7. Decide if you want to start a Block Watch, too

Contact the Shorewood Police Department at (414) 847-2610 if you would like safety information to share with your neighbors

### How to organize a Block Party

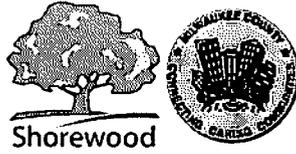
Block parties are a Shorewood summer tradition!

If you want to have the street closed off for your party, you need to need to circulate a petition to the neighbors on your block that they don't mind the street being closed and then return it to Village Hall at least one week before your event. The street can be closed from 9AM – 8:30PM. Please note that some streets are so busy that they cannot be closed for Block Parties. If approved, the DPW will drop-off and pick-up barricades that can be used to close the street.

You can download an application form and information sheet from the Shorewood Village website [www.villageofshorewood.org](http://www.villageofshorewood.org) in the Village Manager section of Frequently Asked Questions. This application form is also included with the hard copy of the Shorewood Connects Neighbors kit.

Sometimes a neighborly visit from the Shorewood Fire Department and/or Shorewood Police Department is a fun activity for Block Parties. If they are not busy, they will bring the fire truck/police car and talk to the kids (and adults!) about what they do and let them explore the vehicles and equipment a little. Simply contact the non-emergency phone numbers for more information.

Shorewood Fire Department Phone: (414) 332-4228  
Shorewood Police Department Phone: (414) 847-2610



## Shorewood Connects Neighbors

### Helpful resources

#### **Shorewood Connects**

Sue Kelley, Facilitator

(414) 921-7262

[skelley1@wi.rr.com](mailto:skelley1@wi.rr.com)

#### **Shorewood Senior Resource Center**

Elizabeth Price, Director

(414) 847-2727

[eprice@villageofshorewood.org](mailto:eprice@villageofshorewood.org)

#### **Shorewood Police Department**

Officer Kelvin Walton

Crime Prevention Officer

Shorewood Police Department

3936 N. Murray Ave.

Shorewood, WI 53211

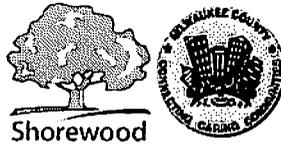
(414) 847-2610

(414) 847-2626 FAX

[kwatson@villageofshorewood.org](mailto:kwatson@villageofshorewood.org)

#### **Milwaukee's Connecting Caring Communities Project Partnership**

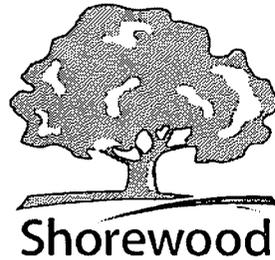
Shorewood is part of this larger initiative going on throughout Milwaukee County to connect older adults with their neighbors. To learn more, go to [www.milwaukeeccc.org](http://www.milwaukeeccc.org)



## Shorewood Connects Neighbors - A Guideline to Email Etiquette

- 1) **KEEP EMAILS SHORT** – Keep the email to less than a page of text. Any longer, consider using an attachment.
- 2) **CHOOSE A MEANINGFUL SUBJECT LINE:** Be clear, not clever or cute. Don't be vague (i.e. "Hi there") Use something relevant to clarify the email's content. This also allows people to locate your email in the future.
- 3) **USE DISTRIBUTION GROUPS** – If you frequently send to the same group of people, create a distribution list containing all of their email addresses. How to Create a Distribution List:
  1. From the **File** pull-down menu, select **New**, followed by **Distribution List**.
  2. In the **Name** box, **type a name**.
  3. Click **Select Members**.
  4. In the **Show names from the list**, click the **address book** that contains the e-mail addresses you want in your distribution list.
  5. **Double-click** on the **email addresses** you want to include, then click **OK**.
  6. If you wish to add any other email addresses not in your contacts, click **Add New** and enter those addresses manually.
  7. Click **Save and Close**.The list is now in your Contacts list, and can be used when sending an email to that group.
- 4) **DON'T MISUSE REPLY ALL** – Be careful when replying to an entire mailing list. It's rare that the entire mailing list needs to see your reply.
- 5) **DON'T TYPE IN ALL CAPS** – Why this still needs to be a rule is beyond me. Mankind invented lowercase letters because they're easier to read. **STOP SHOUTING!**
- 6) **REMEMBER SOME EMAILS ARE READ AT SOMEONE'S WORKPLACE** – Don't send anything inappropriate for public viewing.
- 7) **AVOID JOKES, HUMOR & SARCASM** – Use your own humor and sarcasm sparingly; your wit will probably be misunderstood in print anyway. Don't forward jokes. If you forward **MANY** jokes, people may no longer respond to your emails quickly or ignore them completely.
- 8) **DON'T ARGUE OR SEND EMAILS WHEN ANGRY** – Since you've learned that your humor and sarcasm will be misunderstood, so shall your anger. Attempting to argue in an email is futile. It's best to wait before writing your email, or even better give them a phone call.
- 9) **AVOID ATTACHMENT MISTAKES** – The most common mistakes when attaching files are:
  1. Forgetting to actually attach the file
  2. Sending too large of an attachment (under 2MB for some systems, 1MB for others)
  3. Not telling the recipient to expect an attachment
  4. Not telling the recipient what type of file is attached
  5. Sending to a company that removes all attachments due to potential viruses

10) **DON'T FLAG EMAIL AS URGENT** – Unless it is really an emergency; don't use this feature because it doesn't work with all email programs, and they're typically ignored by most people.



# Are you on the fill in name of block email list?

We're developing an email list to be used for such things as block party notifications, home contractor recommendations, organizing group rummage sales, crime and safety alerts, snow shoveling needs, etc.

Please fill in the information on the next page if you'd like to be part of the list.

Thanks!

*~ fill in name of lead organizer(s)  
and lead organizer Phone #*







