

Appendix 1.1

ESTABLISHING A COMMUNITY ADVISORY COMMITTEE (CAC)

The Community Advisory Committee (CAC) could be comprised of leaders from various community-based organizations, as well as community champions. Through a series of organized meetings, the CAC could offer input for every step of the planning process. Examples of how the CAC can inform the project include event theme, tagline, and activation goals. Community stakeholders to invite to the CAC could include:

- Students and parents
- Public health stakeholders
- Community-based organizations
- Municipal agencies such as county, regional, and state entities, and transit agencies.

Follow the steps below to establish a Community Advisory Committee (CAC).

1. Brainstorm a list of 10-15 potential community stakeholders to reach out to
2. Research and record their contact information
3. Develop an email template to send to the prospective members
4. Send the invitation to the prospective members
5. Record their responses in a spreadsheet
6. Once finalized, develop a contact list of the members of the Community Advisory Committee

COMMUNITY ADVISORY COMMITTEE MEETINGS

For past *Go Human* Activations, the Project Teams conducted up to four meetings with the Community Advisory Committees. An example of discussion points for each meeting

| <i>Meeting</i> | <i>Potential Discussion Topics</i> |
|----------------|--|
| 1 | <i>Go Human</i> introduction, goals, and opportunities for site selection |
| 2 | Finalize site plan, branding/marketing, and program activities |
| 3 | Finalize program activities, event logistics, and evaluation and documentation efforts |
| 4 | Finalize event plan and perform a final walkthrough |