



Becoming a **REM** Community Initiative

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Becoming a REM Community Initiative

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Community Initiative Application Process

1. Discuss the idea with the Executive Director(s).
2. Complete an application.
3. The Executive Directors will review your application and work with you to prepare it for presentation to the Financial Development Committee and accompany you to that presentation.
4. Directors meet with REX to discuss the application.
5. Oral presentation to the REM Board in support of the printed application.
6. Communication from Executive Directors as to Board's decision. (Usually within two days.)
7. Preparation of "REM Community Initiative Agreement"
8. Review of agreement by REM leadership.
9. Formal signing of "REM Community Initiative Agreement"
10. Establishment of your "Touchstone" representative on REM's Board...your primary link to REM.

Guidelines for Being a REM Community Initiative

REM's primary mission is to support Community Initiatives. Community Initiatives work collaboratively with volunteers in the Custodial and Operational Divisions to insure that an equitable relationship is established which allows REM to safely continue to serve and does not overtax REM's financial or human resources.

A REM Community Initiative is a group of community volunteers which has as part of its mission advancing one of the 8 community objectives of the Mid-Maine Strategic Vision for the Year 2020.

The eight community objectives are to:

1. Develop a vibrant economy
2. Excel in education
3. Protect human potential
4. Promote the arts and entertainment
5. Beautify the environment
6. Empower young people
7. Build community
8. Expand fitness and recreation

General Description of Community Initiative Requirements

REM welcomes the diversity of community and sees that diversity as one of our strongest community assets. Out of respect for that, we develop different relationships with each Community Initiative depending upon what the needs are of that initiative and what REM is able to do to meet those needs.

- The initiative's values must match the values of REM.
- The initiative must adopt the REM Agreements as their way of working together.
- The mission should be of an ongoing nature – not to help just one person or family.
- The mission should involve building or coalescing of community assets and not focus on community needs.
- If this work is presently being done in our community REM will seek to have you join with the folks doing that work or want to understand why you are seeking to recreate the wheel.
- All leaders and members of the initiatives team (as appropriate) are asked to be REM members (signed up on REM's web site at www.rem1.org).
- All members are expected to participate in a welcoming and orientations process made available by REM. (i.e: event, on-line, hard copy, video, Power point)
- REM benefits for community initiatives are available only to REM members.
- A Community Initiative report system to REM will be established with leaders from both REM and the initiative.
- Promote REM by acting as an ambassador including listing REM on all communication materials.

Financial Requirements

REM deposits all monies raised by community initiatives and pays all bills incurred from REM's bank account. There are two types of financial relationships with REM. REM's Executive Directors with guidance from REM's Financial Development Committee work with Initiatives to decide which arrangement will work best for them.

- (1.) The Initiative has a separate line-item account on REM's financials
- (2.) The Initiative is part of REM's account.

The accounting firm of Nicholson, Michaud & Company does the monthly bookkeeping, writes all checks from REM's account, being sure that there are no payments which are disallowed by nonprofit (501(c)(3) status, provides monthly statements and reports at every Board meeting, and prepares the 990 Tax Return. All bills to be paid must be approved by REM staff before being sent to Nicholson, Michaud and

Company for payment. These processes are further explained in the Welcoming and Orientation process for new Community Initiatives.

- REM is an all volunteer network of volunteers and no person in a REM Community Initiative can be paid with Initiative funds for the work they do to fulfill that mission.
- As a general rule, in fund-raising events in which a REM Community Initiative calls upon other REM Teams for support, REM and the Initiative will divide the proceeds according to mutually agreed upon percentage established in the planning stages of the event. If the Community Initiative runs an event in which the REM organization plays no part, they will have 100% of the proceeds of that event.
- Unless otherwise agreed upon, REM will not provide financial support to REM Community Initiatives. Initiatives are expected to be self-supporting.
- REM offers a list of benefits offered by volunteers from our community. The labor they provide is free to Initiatives. REM provides these benefits at the cost of materials.
- REM exists to promote and support REM Community Initiatives working on quality of life issues under the 8 community objectives. REM leaders are responsible for maintaining a balance that allows volunteers to safely continue to serve and does not overtax REM's financial or human resources.

Mid-Maine Strategic Vision for the Year 2020

We are a vibrant, family-oriented, regional community actively engaged in and responsible for shaping our future. Family in our community is about our relationships with each other: we are all family. We are an inclusive community that embraces individuality and values diversity. We promote interaction and respect among people of all ages and backgrounds. We nurture honesty, integrity, spirituality, and personal and civic responsibility.

Everyone feels secure here. We can express ourselves without fear and we encourage public discussion and debate. We celebrate a high participation in consensual government. Our government and service agencies are coordinated and effective. We have an open-door policy in all our institutions and welcome participation from everyone.

We are fiscally responsible. We maintain a vigorous economic environment while preserving a small-town atmosphere that is attractive, enjoyable and affordable. We actively recruit and support socially responsible enterprises. We are competitive in the global economy. High quality jobs provide economic equity, advancement and security for individuals and families. We cooperate regionally to foster the entrepreneurial spirit and promote sustainable economic development. We work with other communities to enhance their quality of life.

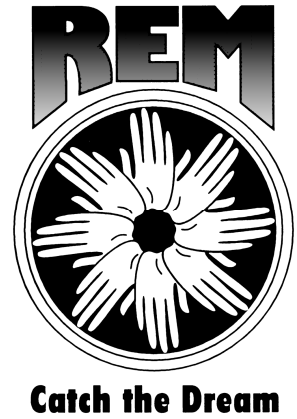
We are a community that coordinates our responses to our social, economic, cultural and artistic needs. Our health care services foster the physical, emotional and spiritual health of our residents. Our community offers broad educational opportunities for people of all ages and all needs. We emphasize service in all levels of education. Educational, religious, government, social and business organizations collaborate in supporting life-long learning and growth. We promote the creative and performing arts as a cornerstone of our regional identity.

We place a high priority on our youth. The entire community shares responsibility for the welfare of every child. Parenting is valued and supported. All children have a healthy, nurturing start in life. Youths actively participate in the community decision-making process. The community prepares young adults for productive lives and provides local career opportunities. As community members age, we value their wisdom and continue to provide opportunities for them to meet their needs.

We hold an ethic that respects the interconnectedness and interdependence of all living things. We make decisions based upon our understanding that the quality of our lives depends on respecting our environment. We value and work together to preserve our heritage, our architecture, and our natural environment. Because we have preserved the blessing of our rivers, lakes, forests and farms, we are a center for rest, reflection and recreation.

We trust in the value of community. We respect each other. This is a place where people thrive.

Signed publicly by all 48 REM sponsored Community Catalyst participants, January 5, 1996



REM Agreements:

- **TO KEEP OUR EYE ON THE VISION!**
- To seek and welcome diversity
- To practice honesty with respect
- To be mindful of confidential information
- To be brief and direct
- To listen thoughtfully
- To help each other participate
- To maintain focus
- To keep a sense of our history and traditions
- To challenge or confront ideas, not each other
- To make decisions by mutual agreement
- To work together in the spirit of cooperation
- To respect and support the decisions we make together
- To understand and practice the "pinch model"
- **HAVE FUN! KEEP A SENSE OF HUMOR.**

Benefits of Being a REM Community Initiative

Custodial Division

Custodians of Holocracy - REM's Board of Directors; Set REM focus and direction. One member will act as your "Touchstone"...a connection between you and the Board who will check in with you from time to time and be there to help when you have questions.

REX (REM Executive Committee) - Meets to review your application for membership. Meet monthly and will be glad to help you with any issues that arise.

Dream Catcher (Executive Director) Faye Nicholson - Meets with you to discuss the procedure for forming a REM Community Initiative. Is in the office most days and is always available by phone.

Chief of Operations (Co-Executive Director) Jackie Dalton – Available daily in REM's office. Knows where everything is and can help with technical issues.

Office Staff – Available daily. Will help you with use of office equipment – phone – copier – computers – fax and anything else you might need. Will help you with reserving spaces for meetings and events.

Constitution & By-Laws Team – Will help answer any questions you might have about REM's Constitution and By-Laws and help you with establishing By-Laws for your Initiative if you should choose to do that.

Team Builder's Team – Offers Welcoming and orientation to REM; leadership training.

Structure, Policies & Process Team - Design and present REM's structure and process and will be glad to consider changes that better accommodate your needs.

Financial Development Committee – Will work with you to help you design your budget and will meet to review your application. They meet monthly and are always available to answer any questions you might have.

Operational Division

(These teams are all available to you for support. Just call the REM office at 873-4444 and we will help you connect. In the near future, at the completion of our new website, you will have full and direct access to all of these teams. We certainly encourage you to join any should you have skills to offer in that area!)

Communications Committee	Leaders of the communication teams – coordinate teams
Community Catalyst Team.....	Train and manage the Community Catalyst process
Computer Team.....	Manage REM's computers and network system
Forum Team.....	Convenes community around local issues
Get The Word Out Team.....	Write and manage press releases and other promotions
Mailing Team.....	Bulk and standard mailings
Poster Team.....	Distributes posters to about 100 sites in a 20 mile radius
REM News Team.....	Produce REM's community newspaper – "Local Voices"
Web Team.....	Designs and manages REM's website – REMnet
Convening Committee	Leaders of the convening teams, coordinate teams
Cleaning and Set Up Team.....	Clean and set-up for REM events
Community Relations Team.....	Present REM to the community
Construction Squad.....	Build and upkeep REM spaces
Decorating Team.....	Decorate REM spaces for REM events
Food Team.....	Provide food for REM events and for REM rentals
Home Team.....	Design, build and care for REM's physical spaces
Hosts & Hostesses Team.....	Serve as hosts or hostesses for REM events or REM rentals
Medical and Safety Team.....	Provide medical and safety services for REM events
Registration & Lodging Squad.....	Register guests and finds homes when needed
Serving Team.....	Serves at REM events
Technical Team.....	Manage heat, sound, projection and lighting for REM events
Transport Team.....	Transport items for REM and REM events and rentals

Community Initiatives Division

(We thought you might like to see what REM Community Initiatives are already on board.)

Team 1 - Develop a Vibrant Economy	Our Community's Top Priority
REM Rental spaces	Support WRACC building and promote downtown events
YuleTide Festival	A festival designed to bring people downtown to shop at Christmas
Lighting of the Lights	Lighting of downtown buildings to attract visitors and shoppers
YuleTide Village	A winter scene displayed in REM's Main Street window
Team 2 - Excel in Education	
Forum on early education	Educate community on importance of early childhood education
Entrepreneur tour	Tour of businesses of local Waterville women business owners by area high school sophomore girls
Youth Homelessness – Educating the Public	Educate the public about the realities of youth homelessness
Team 3 - Protect Human Potential	
Hope Captured	Offering complimentary portrait sessions to Maine families that either have a young parent or child diagnosed with a life threatening or terminal illness or to families who lost all of their portraits in a house fire.
PFLAG	Education and support group for Parents, Family, and Friends of Lesbians and Gays
Ripple Effect	Supporting self-sustainable agricultural and educational endeavors of independent orphanages in Sub-Saharan Africa.
Tourmaline Singers	Bring music to people who are ill or dying
Women's Initiative	Safe place for women to gather
Youth Homelessness – Clearing House	Work to make sure our youth have safe places to live, food to eat, and all the services they deserve.
Youth Homelessness – Life Skills Training	Work with the educational and employment sectors to provide individualized, basic, survival and life skills training to homeless youth.
Team 4 - Promote the Arts and Entertainment	
REM Crafting Klatch	Crafting group making things for use at REM events using Pinterest and the internet to learn and experiment.
REM Craft Fair	Craft Fair held in the fall (was Colby Craft Fair)
REM Drum Circle	Monthly community drumming circle in REM Forum
Team 5 - Beautify the Environment	
Team 6 - Empower Young People	
Free to Be Me	An etiquette and social graces training program for adolescents
Lego Mania	A lego building festival in REM Forum for 6– 12 year olds planned and managed by young people
REM Delta Prime Robotics	A competition robotics team for area youth.
Team 7 - Build Community	
Dinner Around the World and Game Night	A celebration of greater Waterville's heritage
Forum Renovation	Creating a cutting edge technology meeting space for community
Franco American Heritage Society	Celebrating the heritage of a large segment of our community
Gingerbread Mania	An arts and crafts experience for young children
"Local Voices"	REM's community newspaper giving voice to community
Mrs. Santa's Workshop	A celebration of the art of giving for young children the day Santa comes to town
REM Awards	REM Partners celebrate volunteerism in Waterville Opera House
REM Partners	Over 50 area nonprofits networking and collaborating

Talk to the Animals An opportunity for city kids to meet animals up close, learn
about their care and the products they bring to us.

Team 8 - Expand Fitness & Recreation

REM COMMUNITY INITIATIVE APPLICATION FORM

(This form can be emailed to you as a Word document. Please answer the questions taking all of the space you need. The more explicit your planning, the better!)

Title of the Initiative:

Name, address, e-mail contact, and title of contact person:

Names, contact information, and roles of team members:

How did you hear about becoming a REM Community Initiative?

Mission of the Initiative:

How does the Initiative fit into the REM mission and the Mid-Maine Strategic Vision for the Year 2020?

Under which of the eight objectives would you like for your initiative to be listed? (You mission may cover many different ones but which is primary for you?)

What do you need from REM?

Action plan for the first 6 months to one year:

Projects/activities:

Anticipated number of members:

Financial information:

Start up budget:

Financed by or how:

Maintenance budget:

Financed by or how:

Proposed implementation date:

Have you or any of the other leaders of your initiative ever been convicted of a crime?

References (related to the mission of your initiative) - names and contact information: