

1 GETTING STARTED





01 INTRODUCTIONS

Get to know each other!

60 minutes

This section will help you set up your first General Members Meeting and recruit others to support your cause!

Tips before you start

- Let people know where and when the meeting will take place. Post a sign on the classroom door to help people find you.
- Make a sign-in list including space for contact info (e.g. email address)
- Bring some snacks/refreshments. People love free food!
- Mingle with whoever comes in before you start. Make them feel welcomed!

Icebreakers

- Have the exec team members introduce themselves (e.g. role, fun fact)
- Ask the group to answer an icebreaker question. Feel free to come up with your own! *E.g. What is your favourite city? Why?*
- Suggested activity: What Type of Planner Are You? (see Introductory Package on Google Drive)

Presentation

- Presentation by 1UP Fellow(s) (see *Introductory Package*)
- Make sure to go over your school chapter's meeting schedule and structure
- Introduce the 1UP Connect Webinars and 1UP Local Events

Group discussion

- Ask the group what they hope to get out of participating as a member of the 1UP School Chapter?
- Make sure you record their responses and take photos throughout

Admin

- Remind the group when the next meeting is
- Remind the group to join the 1UP Discord



02 TEAM STRUCTURE

Roles and responsibilities

Here is a suggested structure for your executive team. Adapt each role to the person's strengths and interests.

1UP Fellow/President

- Manages the chapter and preside over chapter meetings
- Communicates regularly with the Urban Minds Program Coordinators
- Creates and maintains an open and safe environment for all members

Vice President

- Assists the 1UP Fellow/President in leading the executive team
- Communicates with the Urban Minds Program Coordinators as a second point of contact
- Creates and manages a budget for the chapter
- Tracks all revenues and expenses, managing all receipts
- Reports on the state of the chapter's finances

Marketing Executive

- Communicates with all members, students and the public via email, social media and/or other means of communications
- Shares chapter's meeting photos and Instagram posts on Discord

Secretary

- Records attendance at meetings
- Works with executive team to create meeting agendas
- Maintains meeting minutes

Year Representatives (Optional)

- Recruit members from their year
- Communicate ideas, comments and concerns from general members to the executive team



03

PHOTO SCAVENGER HUNT

Get to know your neighbourhood!

45 mins

Lead your members through a photo scavenger hunt.

Take out your phones or cameras and walk around the neighbourhood. Use this sheet as an exploration guide. Take photos of common features in the built environment. Check off as many as you can!

What are we looking for?

- 2 People sitting on a bench or picnic table
- 3 People pretending to wait for the bus inside a bus shelter
- 2 People hugging a tree
- 1 Person standing beside a set of garbage and recycling bins
- Picture of a sign with at least 10 words
- Group photo on a sport court or field (basketball court, soccer field)
- 2 People on a play structure
- Picture of a bike lane
- 3 People enjoying shade
- 2 Different types of lighting (street light, park lighting, etc.)
- Picture of a flattened sidewalk curb
- Group photo in front of a library or community centre
- Picture of a garden bed or planter

Debrief and submit your findings.

Assign 1 person to collect all of the photos. Discuss the features you saw and the things you couldn't find.



04 NEIGHBOURHOOD PROFILE

Create a neighbourhood profile.

60 mins

Explore your surroundings and document your observations.

Why are we creating a neighbourhood profile?

- This exercise will help your members describe your neighbourhood/community.
- Discover things about the places your members frequent and identify the strengths and weaknesses of your neighbourhood.

How do we create a neighbourhood profile?

- On a map, outline the boundaries of what you consider to be your neighbourhood.
- Use the questions on the next page as prompts to begin to list and discuss the people, physical features, surroundings, connections, and potential barriers in your neighbourhood.
- Use the photos you gathered during the Photo Scavenger Hunt to help document your findings.
- Assign 1 person to take notes and compile a summary of the key observations and takeaways (see step 5: Sharing and Discussion).



04

NEIGHBOURHOOD PROFILE

PROMPTS

People

Find out more about the people in this neighbourhood.

- Who is in the neighbourhood? What are their demographics?
- How do they use the spaces and places? What are they doing?

Features

What physical features do you see? List all features (see examples below) and mark the location of where you saw them on a map.

- For parks: trees, benches, areas of shade, trails/paths, water fountains, garbage/recycling bins, etc.
- For bus stops: seating, cover/shelter, signs, schedules, garbage/recycling bins, heating, advertisements, etc.
- For streets: sidewalks (none/one side/both sides), crosswalks, pedestrian islands (middle curb), traffic lights, street lights, benches, trees, etc.

Surroundings

What kind of buildings, amenities or services exist around your neighbourhood?

- Identify as many places as possible (e.g. houses, parks, businesses, schools, etc.)

Connections & Barriers

How do people access these places? Do they walk, bike, bus, or drive?

- Identify the streets, parking lots, bus stops, and entrances
- Identify any barriers that prevent or discourage people from entering (e.g. fences, bollards, locked entrances, signs, poor maintenance, questionable activities, etc.)



05 SHARING & DISCUSSION

Reflect on what you saw.

15 mins

Review, discuss, and document your observations.

Sharing and Discussion

- Allow everyone to briefly share their observations with the rest of the group (e.g. What were the things you noticed? Did anything surprise you? What could be improved?)
- Other members are encouraged to ask for clarifications or follow-up questions.

Data Collection

- Assign 1 member to collect and keep all the images that were taken during the photo scavenger hunt and bring them back to the next meeting
- The Secretary should compile a summary of the observation and take away notes



06 SUBMISSION

Submit your neighbourhood profile by October 31 for a chance to win some awesome prizes!

Share Your Neighbourhood Profile

- Post on your chapter's Instagram account
 - » Share a short video or photo(s) summarizing your neighbourhood profile, including observations and major takeaways (eg. Annotated maps, photos from the Photo Scavenger Hunt)
 - » Be sure to tag [@urbanmindsTO](#) and [@1uptoronto](#) in your post to be eligible to win awesome prizes!

Winner Selection

Urban Minds' Program Coordinators will review all submissions and select a winning chapter based on the following criteria:

- Clarity of information
- Creativity of presentation