

## TECH2503-17 Community Media Production

### Workshop Seven: Sharing Stories

001	<p><b>Task – Research How to Set Up a Community Group</b></p> <ul style="list-style-type: none"> <li>• Undertake a search on how to set up a community group.</li> <li>• Note and list the main issues that are identified in the advice.</li> <li>• Set up a page on the DMU Commons Wiki ‘Community Media Groups’.</li> <li>• List and describe the general issues of advice, using appropriate links and references [<a href="https://www.mediawiki.org/wiki/Help:Cite">https://www.mediawiki.org/wiki/Help:Cite</a>]</li> <li>• Use the ‘discussion’ tab on the wiki page to discuss and agree what information will go on the visible page. [Use the appropriate discussion format <a href="https://www.mediawiki.org/wiki/Help:Talk_pages">https://www.mediawiki.org/wiki/Help:Talk_pages</a>]</li> <li>• Discuss the form of the community media group that you will set up.</li> <li>• What are the group’s main objectives?</li> <li>• How is the group going to be organised?</li> <li>• In what way is the group accountable?</li> <li>• How will the group be promoted?</li> <li>• How will the group communicate with volunteers?</li> <li>• How will decisions be made?</li> <li>• Post a page on the DMU Commons Wiki with the name of your community media club.</li> <li>• Explain the main issue that will be dealt with by the group and the main objectives.</li> <li>• How will you evaluate the project?</li> </ul>
002	<p><b>Starting a Group</b></p> <p>When you are thinking about setting up a new group, it can be easy to get bogged down in worrying about paperwork and formalities. Equally, it can cause problems later if you don’t put a few basic things in place to make sure your group is set up in a way that will work best for you. <a href="http://www.resourcecentre.org.uk/information-category/starting-a-group/">http://www.resourcecentre.org.uk/information-category/starting-a-group/</a></p>
003	<p><b>Setting up a Club – 10 Point Plan</b></p> <p>This guide is intended for anyone thinking of starting a new community sports club - for adults or juniors. It takes you through some of the questions and processes that you need to consider if you are to establish a successful new club. In each step, we've signposted and linked you to the various resources on Help for Clubs that are available to help you. <a href="http://www.sportnottinghamshire.co.uk/clubs/setting-up-a-club/">http://www.sportnottinghamshire.co.uk/clubs/setting-up-a-club/</a></p>
004	<p><b>A Guide to Starting a Youth Club</b></p> <p>Most youth clubs start with the ambition of trying to keep young people off the streets, but youth clubs can be so much more than that. It’s a place where people can be themselves, learn new skills, meet new people and have fun! <a href="http://www.malvern hills.gov.uk/documents/10558/125552/Guide+to+start-ing+a+youth+club-Web.pdf/867a6230-4f1a-4f64-8d03-6f0f911ab86f">http://www.malvern hills.gov.uk/documents/10558/125552/Guide+to+start-ing+a+youth+club-Web.pdf/867a6230-4f1a-4f64-8d03-6f0f911ab86f</a></p>
004	<p><b>Advice for Running Residents' Associations and Social clubs in Retirement Housing</b></p> <p>Residents’ associations and social clubs can offer people living in retirement housing schemes and estates opportunities to get to know their neighbours, make new friends and participate in a range of activities. <a href="http://www.anchor.org.uk/media-centre/anchor-blogs/advice-running-residents-associations-and-social-clubs-retirement-housing">http://www.anchor.org.uk/media-centre/anchor-blogs/advice-running-residents-associations-and-social-clubs-retirement-housing</a></p>
005	<p><b>How to Set Up a Youth Group</b></p> <p>Setting up a youth group can be a long and often difficult road, involving more work than you might expect. But at the end of that road is the opportunity to improve the life not only of local youngsters, but also to help to foster a stronger sense of community in your neighbourhood. This article will help you to understand the five steps required to found a youth club. <a href="http://www.youthgroupgames.co.uk/how-set-up-youth-group.html">http://www.youthgroupgames.co.uk/how-set-up-youth-group.html</a></p>
006	<p><b>Running the Organisation</b></p> <p>The organisations section of the this toolkit has information to help you with</p>

	<ul style="list-style-type: none"> <li>• Clubs, associations, businesses- what's it all about? This section is designed to help you understand the way that community sports clubs, community committees and services are set up.</li> <li>• Running meetings- with details about how to run meetings, including handy help sheets you can print and take along to meetings.</li> <li>• Money management- with information and templates to make it easy to understand and keep track of the money in your projects.</li> <li>• Funding- with information and links about how to get money for your projects.</li> <li>• Getting control of the paperwork- with information to help you keep the paperwork under control.</li> <li>• Confidentiality- this section explains how to keep information confidential, and why we need to do this.</li> <li>• Insurance- a brief introduction to insurance, with links to more information</li> <li>• Occupational health and safety (OHS)- this section gives you an introduction to keeping your workplace safe, with templates and links to more information.</li> <li>• Child protection- with information about keeping your workplace safe for children, free of abuse, including templates and links to more information.</li> <li>• How to handle complaints and grievances- with details on how to handle those difficult issues raised by services users.</li> <li>• Planning for the future- with ideas about how to plan for the future of your organisation, so it keeps going into the future.</li> </ul> <p><a href="http://www.communityclubtoolkit.com/RunningTheOrganisation.html">http://www.communityclubtoolkit.com/RunningTheOrganisation.html</a></p>
007	<p><b>Set up a Community Group</b></p> <p>Why form a community group? Groups are a great way of meeting new people, learning new skills and for directly getting involved with the local community. There are many reasons for a group to get together:</p> <ul style="list-style-type: none"> <li>• Enables people to share information and help each other to solve issues;</li> <li>• Stimulates debate and discussion in order to provoke community-led action;</li> <li>• Brings together a variety of people with different skills, ideas and resources to address particular issues; and</li> <li>• Can help a community to access funds to improve the local area.</li> </ul> <p>Community groups are fundamental to creating sustainable communities. People coming together to form a group helps to improve a community and aides social inclusion, alleviates exclusion, and increases the amount of people directly involved in their community – all essential ingredients for any community striving to be sustainable. <a href="http://www.brighterfuturestogether.co.uk/brighter-futures-together-toolkit/set-up-a-community-group/">http://www.brighterfuturestogether.co.uk/brighter-futures-together-toolkit/set-up-a-community-group/</a></p>
008	<p><b>Starting a New Organisation</b></p> <p>If you are interested in setting up a new voluntary or community organisation there can be a mind-boggling number of things to consider. There are decisions to be made, information to be gathered, and jobs to do. If, however, you tackle this process with a good plan of action and plenty of help and support, then it isn't as daunting as it might seem at first. <a href="https://www.voluntaryworks.org/support/starting-new-organisation">https://www.voluntaryworks.org/support/starting-new-organisation</a></p>
009	<p><b>How to Start up a New Voluntary or Community Group</b></p> <p>A voluntary or community organisation aims to achieve specific aims within the community – usually to help a particular group of people or a cause. With the right planning and support, you can go a long way to making a difference in your local community <a href="http://www.cvat.org.uk/sites/data.t3sc.org/files/fact-sheets/How%20to%20start%20up%20a%20new%20voluntary%20or%20community%20group.pdf">http://www.cvat.org.uk/sites/data.t3sc.org/files/fact-sheets/How%20to%20start%20up%20a%20new%20voluntary%20or%20community%20group.pdf</a></p>
010	<p><b>Monitoring and Evaluation: a Guide for Community Projects</b></p> <p>Successful monitoring and evaluation is incorporated into a project during the early planning stages. It focuses on outcomes relevant to the aims and objectives of the project and examines them efficiently and without bias. It is used to inform the development of the project and influences its methods and objectives as it is taken forward. Successful monitoring and evaluation will be used to improve the project, highlight your successes and achievements and raise the profile of the project in the local community. <a href="http://www.cph.org.uk/wp-content/uploads/2013/02/Monitoring-and-evaluation-a-guide-for-community-projects.pdf">http://www.cph.org.uk/wp-content/uploads/2013/02/Monitoring-and-evaluation-a-guide-for-community-projects.pdf</a></p>
011	<p><b>Evaluating Community Projects - A Practical Guide</b></p>

	<p>These guidelines were initially developed as part of the JRF Neighbourhood Programme. This programme is made up of 20 community or voluntary organisations all wanting to exercise a more strategic influence in their neighbourhood. The guidelines were originally written to help these organisations evaluate their work. They provide step-by-step advice on how to evaluate a community project which will be of interest to a wider audience</p> <p><a href="https://www.jrf.org.uk/sites/default/files/jrf/migrated/files/1859354157.pdf">https://www.jrf.org.uk/sites/default/files/jrf/migrated/files/1859354157.pdf</a></p>
012	<p><b>EVALUATION TOOLKIT FOR THE VOLUNTARY AND COMMUNITY ARTS IN NORTHERN IRELAND</b></p> <p>This evaluation toolkit was written in 2004 to help voluntary and community arts organisations in Northern Ireland to evaluate their work, especially their social impact on participants.</p> <p><a href="http://www.proveandimprove.org/documents/VoluntaryCommunityArtsEvalToolkit_000.pdf">http://www.proveandimprove.org/documents/VoluntaryCommunityArtsEvalToolkit_000.pdf</a></p>
	<b>References:</b>