



Sustainability Binders

RefugeeRISE AmeriCorps Program

Feb. 2, 2018



What happens when you leave?



- Will someone please share, challenges they faced when taking over someone else's project?
- Will someone please share, challenges they faced starting a project from the beginning?

Letter to the next RefugeeRISE Member

- What I wish I would have known before I started
 - What I want the next RISE member to know.
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- This will not be shared with anyone and you can write it however you want.
 - bullet points, pictures, any language
 - You are welcome to leave you table to write these out.

What is sustainability?

Definition: Having something continue after you.

You want your projects to continue after you leave the program. Sustainability binders help to do that.

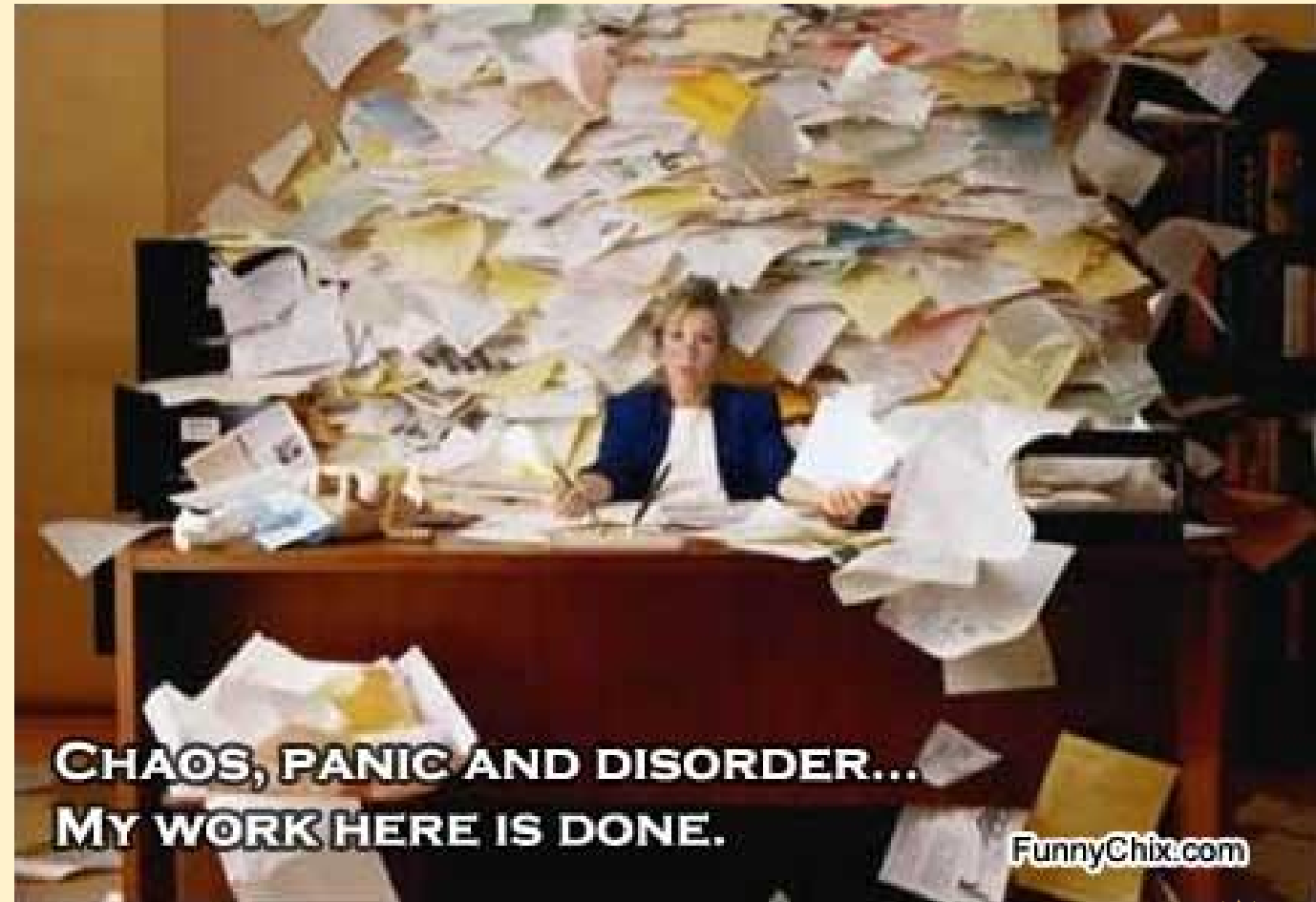
What is a sustainability binder?



- Something to pass onto your replacement
- It can be electronic or paper/binder
- Everyone should work to create one

How does a sustainability binder help?

- Prevents members from starting from scratch.
- Helps them get started faster
- It is a place for them to turn to when they have questions



What should you include? - **EVERYTHING**

- List of tips, tricks, or shortcuts in your head
- list of special abbreviations or symbols
- The very basics (how to use the email/ set up a new account/ how to create passwords or save documents in your shared system.
- Contacts who's who
- Grant applications (good or bad)
- Community partners
- Calendar of the year and events
- NOTES ON EVERYTHING:
 - Events
 - Donors
 - Trainings
 - Meetings

How should you organize it?

Chronological/Time

- Great for sites that have a pattern
- Easier to organize

By Topic

- Easier for new members coming on to read
- Can be tedious to create

How should you organize it?

- Electronic
 - Anyone can access it; Easy to add things and real links
 - Passwords get lost
 - Electronic files can be messy

OR.....

- Paper
 - Can become outdated quickly
 - Some people prefer a hard copy

The answer is both

- By having both an electronic system and a paper binder, you ensure you have everything you need.
- Electronic spaces are great for keeping resources and printable things
- Your paper binder can hold more details that is easier for the brain. It can also hold brochures and notes and business cards.

Tips for your binder?

- Keep it simple with bullet points ; easy to read
- Treat it like a manual not a journal
- Explain at the front how it is organized. Maybe keep your letter to the next person there.
- Date everything if possible.
- Have a table of contents
- Try listing the file path and location on every document
- Once you choose a system, stick with it
- Update your binder as things happen
- Keep an idea journal; organize and then add to binder

Take aways from this presentation

1. Everyone needs to create one in their own way or by a team.
2. They should really write a letter to the next person. It can be private
3. You need to share your binder with your supervisor, so they can pass it on
4. You need to work with your supervisor about developing a better/ more efficient onboarding process/ orientation. Make it easier and more helpful for the next person after you.