

Climate Action Group

Do it Yourself Guide

Appendices

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Try to keep the whole thing to just one page.

Include a logo if you have one as well as those of your partners if applicable.

PRESS RELEASE

For immediate release - 1 November 2009

Locals to Take Action at Kerberry's Climate Change Event of the Year

Use a snappy title

Kerberry Climate Action are holding a "Climate Action Group" event where local people can get together to brainstorm ways that they as a local community can take action on climate change over a six-month period. The event will take place on *ADD DATE at ADD VENUE DETAILS* and is expected to be the first of its kind.

Your first paragraph should provide an overall summary (ie, what, when, where, who, how).

The idea is simple – the event lasts for 2.5 hours during which time facilitation techniques are used to help people think about and share ideas around what they can do about climate change. Action groups are then formed on themes of their choice on anything ranging from local renewable energy generation to organising a town wide car free day. These action groups meet every month over a six month period to achieve their aim.

The 2nd and third paragraph should elaborate and give further info on the

(Somebody), Kerberry Climate Action member said "Many people say that the government should be doing more but actually there's already so much that we can be doing ourselves. I'm fed up of waiting for the government to act and thought it would be good to enable Kerberry residents to take the matter into their own hands."

Don't forget to include a quote.

Climate Action Groups have already been created in other towns and cities across the UK including Reading, Oxford, Camden and Sheffield on themes ranging from local renewables energy generation to organising city wide car free days.

This should go in the second paragraph, the penultimate paragraph or both.

[Some Body] said: "I'm really happy that it seems here's a tangible, action-oriented event that I can go to and feel as though I'm finally doing something proactive in my community about climate change."

NOTES TO PRESS:

For further information, contact *add name, email and tel number*.

For more information about Climate Action Groups and the Kerberry event see: *Add website link*.

Kerberry Climate Action is a group of local individuals who aim to engage the residents of Kerberry in carbon footprint reduction.

Practical info such as event details, web links and contact info should go at the end under Notes to Editors.

Climate Action Group Matchmaker Meeting

Feedback Form

Where did you hear about this event?

.....

Have you been involved in climate change activities prior to this event?

YES NO

	Strongly Agree	Agree	Not sure	Disagree	Strongly Disagree
The event was inspiring and motivating					
I now feel more confident that we can act together to reduce the carbon footprint of the Reading area					
I intend to continue to be involved in Climate Action Groups over the next six months					
I don't intend to get involved in CAGs but I intend to get involved in other green groups in the Reading area.					
The time given for the event was about right					

What did you most like about this event?

.....

How do you think this event could have been improved?

.....

Any other comments?

.....

Many thanks for coming and for helping us make our future events better by completing this form!

Climate Action Groups Final Feedback Form

1. Which Climate Action Group did you get involved in?

2. Had you been involved in Climate Change activities before?

- Yes
- No
- Only privately
- Only online
- Only at work

3. How did you find out about the Climate Action Groups?

4. What were your initial aims from the groups? (Tick all that apply)

- Networking
- Wanting to make a difference
- To get involved on a local level
- To get together with people
- To find out more, share information, keep informed
- To work on an idea
- General interest
- To see if I could contribute
- Can't remember/ don't know

Comments:

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.....
.....

5. Were your aims met?

- Yes
- No
- Don't know, uncertain answer
- It's ongoing
- The group(s) did not materialise
- Couldn't be involved (time, location)

Comments:

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.....

6. What do you feel the project achieved (if anything)?

- Good outcomes from group/s
- Good initial meeting/s but not sure what achieved
- Ongoing
- Has brought people together, created networks
- Don't know
- Nothing

Comments:

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7. What problems did you experience within the CAG? (Tick all that apply)

- None
- Felt new at the beginning
- Lack of consistent/ strong leadership
- Lack of time
- Over-ambitious
- Groups failed to materialise
- Loss of momentum
- Establishing project
- Lack of support
- Difficulties with other group members
- Lack of focus
- Other (please specify)...

Comments:

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8. What was your overall impression of the process? (Tick all that apply)

- Good first meeting
- Lack of follow-up
- Enthusiastic/ likeable people
- Lots of people at first meeting
- First meeting a bit rushed
- Well facilitated
- Good email contact
- Felt supported
- Too broad a brief
- Lost contact
- Continued growth

- Felt new
- Praise for campaign structure
- Six month timeline good
- Liked moving round groups
- Chaotic
- People didn't mix
- Don't know
- Other (please specify)...

Comments:

9. What changes do you think might improve possible future Climate Action Groups?

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.....
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10. Do you think you will continue to be involved in climate change activities?

- Don't know
- Yes
- No

Comments:

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.....
.....

11. Any other comments?

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.....
.....

CLIMATE ACTION GROUP ACTION PLAN

NAME OF GROUP:

SMART AIM (Specific, Measurable, Attainable, Relevant/ Resourced, Timed):

STEPS TO ACHEIVING AIM:

Deadline	Task
End of month one	
End of month two	
End of month three	
End of month four	
End of month five	
End of month six	

ROLES:

Chair/ CAG Leader: _____

Note-taker (if not rotating): _____

Other roles (if applicable, eg, website/ media, fundraiser, publicity etc)

RISKS:

This is where you brainstorm the possible risks of your group's work as well as possible solutions.

Risk	Solution
<i>Eg: Event is not well attended</i>	<i>Allow ample time for publicity Cover all bases – media, networks, posters Request RSVPs so we can track how well we're doing and publicise further if necessary</i>

CAG MEMBERS

Name	Email address	Tel number

OTHER RELEVANT CONTACT INFO:

Climate Action Group Leader:

Name: _____

Email: _____

Tel: _____

COIN:

Name: Catrina Pickering

Email: catrina@coinet.org.uk, info@coinet.org.uk

Tel: 01865 403 334

FINAL CHECKLIST:

- Is your goal SMART? []

- Do you need other resources/ money and have you agreed how to go about getting these? []

- Is someone writing up this action plan and ensuring that all CAG members get a copy? []

- Do you have dates and venues for future meetings? []

OTHER INFO:
