

# Working From Home

## Coalition Specific Task Checklist

Coalition work is based on building relationships and implementing community-based work. While your ability to implement some projects, presentations, events, or advocacy has changed, don't let that stop the work. Here are some suggestions on how to continue your coalition's work.



- ☐ Be clear with members on how the coalition will be operating for the foreseeable future. Use our "[Coalition Communication Template](#)"
- ☐ Hold all coalition meetings as scheduled using virtual technology and establish the expectation that these meetings have equal priority as in-person coalition meetings. Contact [Jessica](#) to schedule a meeting.
- ☐ Schedule calls/meetings to engage one on one with coalition members. Get to know them on a deeper level.
  - What are their interests?
  - What groups do they belong to?
  - What is their dog's name?
- ☐ Hold virtual presentations. If you have a presentation planned at a local school or community group, consider hosting it online. Conduct the presentation on Facebook Live or share it on Instagram. Ask your partners to share the recorded presentation with others.
- ☐ Get creative with developing and implementing media. In society today most people spend a large portion of their time in front of screens. Use this as an opportunity to get more content in front of your community members. Use some of your spare time to look at your calendar for the rest of the year and develop content to be used at a later date.
- ☐ Get a jumpstart on planning for upcoming events later in the year. You can begin to develop work plans, make initial contacts, and determine the logistics of an activity.
- ☐ Develop white papers and case statements related to the coalition's policy efforts.





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## Coalition Specific Task Checklist (Continued)

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Update your planning documents. Take this time, in partnership with the coalition, to review the following products and update them as needed.

- ☐ Community Assessment
- ☐ Logic Models
- ☐ Strategic Plan
- ☐ Evaluation Plans
- ☐ Sustainability Plan

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Work with ECS staff to make sure we have your most recent survey data and updated evaluation plans.

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Research funding opportunities and develop grant proposals.

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Enter data into Reach. (We couldn't leave this one out!)

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Conduct qualitative data collection. Take this time to talk with community members. Use this data to guide updating products, planning, and outcomes analysis.

- ☐ Listening Session
- ☐ Key Informant Interviews
- ☐ Focus Group

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Provide professional development for coalition members. The ECS portal has many webinars that can be shared. Consider setting a weekly "webinar session" where members can watch a webinar at their leisure and then come together online to discuss what they learned and ideas for how the coalition can use the information.

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Participate in your own professional development. Take this time to engage your mind! Again, the ECS portal has many resources ready for viewing. We will also be hosting webinars and creating space for coalition leaders to talk with each other.

