



Local Government Resolution Initiative Toolkit: City Council and County Commission Organizing Worksheet

You will be as effective as you are organized! Use this worksheet to keep track of the local government officials you are contacting and which volunteers in your group are contacting them.

Some tips to keep in mind:

- You can't do this on your own – you will need to recruit local volunteers to help
- Understanding the process is key to being successful
- Use the toolkit to stay organized and meet the objectives

City Council or County Commission: _____

Names of councilors or commissioners:

First Name	Last Name	Email	Phone	Which volunteer will contact them?	Completed?

When does the council or commission meet?

Tip: Google the name of your city council or county commission + “meeting schedule” to find this information (for example, “Grants Pass city council meeting schedule”)

Notes