

## GLOSSARY OF TERMS

<u>Action Planning</u>	Describes the groups' goals for improving their community, its objectives, strategies and activities that it will use to address these goals and objectives
<u>Action Team</u>	Group of people focused on a particular part of the initiative who keep the activity and energy of the effort going
<u>Advocacy</u>	Working for political, policy, or organizational change on behalf of a particular interest group or population
<u>Assessment</u>	Estimation of the importance of objects observed
<u>Asset Based Community Development</u>	Looks within the community for resources, before seeking help from outside
<u>Asset Identification</u>	Locating assets such as schools, people and institutions within the neighborhood
<u>Asset Mapping</u>	Locating assets on a map of the neighborhood using symbols, colored dots and pins
<u>Brainstorming</u>	A basic tool for group problem solving. It can be used to identify problems, to suggest causes for problems and to propose solutions for problems.
<u>Collaborating</u>	Exchanging information, changing activities, sharing resources and enhancing the capacity of another for mutual benefit and to achieve a common purpose
<u>Communication</u>	The exchange of thoughts, messages or information
<u>Community</u>	A collection of people identified by common values and mutual concern for the development and well-being of their group or geographical area

<u>Community Based Planning</u>	Placing decision making into the hands of community members
<u>Community Organization</u>	Set of procedures and processes by which a population and its institutions mobilize and coordinate resources to solve a mutual problem or to pursue mutual goals
<u>Community Services Directory</u>	A directory with over 1900 non-profit and public services in Sacramento County
<u>Compiling</u>	Organizing results of each workshop session into a document for the next workshop session and combine the results of all workshop sessions into an action plan
<u>Empirical Data</u>	Statistics and facts that are not open to interpretation (hard data)
<u>Evaluation</u>	Looking at the outcomes of a project. For example: What will the community look like if this project is successful?
<u>Facilitator</u>	Guides the group discussion process, encourages brainstorming, builds group consensus and guides group decision making to include everyone in the group
<u>Feedback</u>	Data received from or given to one or more participants concerning one's behavior, attitudes, and relationships, in the training situation
<u>Flipcharting</u>	Process of recording participant ideas on easel paper, and posting the big sheets on the wall
<u>Focus Group Method</u>	Recording the reactions of a sample of eight to ten people discussing a subject in a structured facilitated setting to gain an understanding of the general opinion of the group
<u>Formal Leaders</u>	Leaders within the community who are easily recognized by the public. They may be local elected officials, agency heads, service providers or prominent civic leaders

<u>Game</u>	An experiential training activity marked by a learning goal, competition, rules, scores or outcomes, and winners and losers. Games may content or not.
<u>Grassroots</u>	Individuals or society at a local level
<u>Hard Data</u>	Data that is not open to interpretation and can be used to prove something
<u>Icebreaker</u>	Structured, content-free training activity designed to relax participants, get them acquainted with one another, and energize them
<u>Implementation</u>	The act of converting program objectives into actions through policy changes, regulation and organization
<u>Informal Leaders</u>	Leaders who may not have a title, a conventional office or even a telephone. Informal leaders may run or work at a local store, or just live in the area
<u>Issue</u>	A concern, problem or challenge of a community organization. Issues are frequently addressed through projects or initiatives to achieve specific, desired outcomes
<u>Lecturette</u>	Short talk designed to prevent boredom from setting in; in experiential learning trainers/facilitators typically give short inputs rather than full lectures
<u>Needs Based Community Development</u>	Identifying the needs in a community, then you figure out how to satisfy those needs
<u>Neighborhood Planning</u>	Community members define the problem, devise solutions and implement the plan
<u>Objective</u>	A defined result of a specific activity to be achieved in a finite period of time by a specified person or organization
<u>Planning</u>	The process of defining needs, establishing priorities, diagnosing causes of problems, assessing resources and barriers, and allocating resources to achieve objectives

<u>Policy</u>	Set of laws and rules of a public or private organization guiding the activities of an organization
<u>Regional Data</u>	Current and historical demographic and social indicators for Amador, El Dorado, Placer, Sacramento and Yolo counties as well as the state as a whole
<u>Sacramento Source Book</u>	Includes tables, charts, maps and narrative descriptions for the 25 county community Planning Areas and twenty tables comparing Community Planning Areas and rates to the county as a whole
<u>Soft Data</u>	Data that can be interpreted (Ex. Asset identification)
<u>Stakeholders</u>	People who have an investment or a stake in the outcome of a program and therefore have reasons to be interested in the evaluation of the program
<u>Strategy</u>	A plan of action that anticipates barriers and resources in relation to achieving a specific objective
<u>Survey</u>	Methods of polling a group or population to get an understanding of the opinions of a large group of people
<u>Vision</u>	The ideal statement of what an organizations' or community groups' goals would look like if its mission were fully achieved