* ***Proximity*** *refers to the distance of the site from your program. Try to include all sites within the average distance a student travels to come to your classes.*
* ***Site priority*** *evaluates how useful the location is for outreach (is the site used by many people in the community, popular with people who are potential participants, etc.)*
* ***Frequency*** *determines how often you will distribute fliers.*
* ***Responsibility*** *targets someone in your program tasked with delivering the fliers/maintain the relationship with the site.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Proximity** | **Contact** | **Site Priority** | **Frequency** | **Responsibility** |
| ***example*** | *Great Books Library* | *2 miles* | *Marianne Paroo 651-123-456 mparoo@library.org* | *high* | *first week of the month* | *Volunteer John Smith* |
| **Libraries** |  |  |  |  |  |  |
| **Coffee shops** |  |  |  |  |  |  |
| **Grocery stores/Bakeries** |  |  |  |  |  |  |
| **Churches/mosques/temples, etc.** |  |  |  |  |  |  |
| **Food shelves/ Food banks** |  |  |  |  |  |  |
| **Laundromats** |  |  |  |  |  |  |
|  | **Name** | **Proximity** | **Contact** | **Site Priority** | **Frequency** | **Responsibility** |
| **Elementary schools** |  |  |  |  |  |  |
| **Middle/Jr High schools** |  |  |  |  |  |  |
| **High schools** |  |  |  |  |  |  |
| **Community colleges** |  |  |  |  |  |  |
| **Workforce centers** |  |  |  |  |  |  |
| **Parks & Recreation Centers** |  |  |  |  |  |  |
| **Additional locations** *(ex: gas stations, restaurants, post office, etc.)* |  |  |  |  |  |  |