* ***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.*

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Proximity** | **Contact** | **Site Priority** | **Frequency** | **Responsibility** |
| ***example*** | *West Elementary*  | *.5 miles* | *Valerie Frizzle651-123-456vfrizzle@westel.org* | *high* | *during parent-teacher conferences* | *Teacher Jane Doe* |
| **Libraries** |  |  |  |  |  |  |
| **Farmers’ Markets** |  |  |  |  |  |  |
| **Food Distribution Events** *(check local food bank & community organizations to learn about mass distribution events)* |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Proximity** | **Contact** | **Site Priority** | **Frequency** | **Responsibility** |
| **Community Events** *(festivals, street fairs, national night out, etc.)* |  |  |  |  |  |  |
| **K-12 school events** *(parent teacher conferences, etc.)* |  |  |  |  |  |  |
| **Workforce Centers** |  |  |  |  |  |  |
| **Other community organizations** |  |  |  |  |  |  |
| **Additional locations**  |  |  |  |  |  |  |