

## **Information for Legends' Block Captains**

The Legends' Communication Committee is grateful for the work you do to help make our new residents feel welcome and to encourage involvement in our community. We want you to be knowledgeable and comfortable in your position as Block Captain for your street. Here's a brief explanation of what Block Captains do.

Deliver a Welcome Packet to new residents soon after they arrive or when you see them moving in, try to make first contact to set up an appointment to deliver the Welcome Packet. Kathryn Allen will also send you names of the new homeowners on your street that she gets from Helen Brown at Stratford Management. Make your visit short, but friendly. Make them feel like a valued member of our community. If possible, sit down with them and explain the materials in the packet. Take a Legends' Directory Information form with you and complete the Resident Directory information while you are there. Send the information to Cliff DeJong and Patty Jeney via email. Their information is on the form.

Website information is in the packet. Assure homeowner that much information is contained on the website. They can receive help to set up their account if needed. Have them contact Patty Jeney at [jeneyfamily@yahoo.com](mailto:jeneyfamily@yahoo.com).

Answer questions they may have or try to direct them to the proper source to answer their questions. Encourage them to get involved. We need volunteers as soon as they are willing to join a committee.

Let Kathryn Allen know when you need Welcome Packets.

If you as a Block Captain find it necessary to resign, please try to find someone on your street to replace you. It is suggested that you explain to the replacement the role of a Block Captain, we want them to feel comfortable in the role. If you cannot find a replacement let Kathryn know and she can send an E-Blast for a volunteer on your street.

Once again, we thank you for volunteering your time and energy as a Block Captain.

**The Legends' Communication Committee**