

## **First Impressions Commitment Form**

Dodgeville, WI and Columbus, WI have partnered to conduct a First Impressions Community Exchange.

### **First Impressions program purpose**

The purpose of the First Impressions (FI) Community Exchange is to help Dodgeville and Columbus learn about their strengths and shortcomings through the eyes of first-time visitors. FI is a structured community assessment program that enables communities to learn about the first impression they convey to outsiders. It offers a fresh perspective on the appearance, services, and infrastructure of each community. Volunteer teams from each community will undertake unannounced, one-day visits, record their observations, and give constructive feedback to the exchange community. The knowledge gained through this program is intended to serve as a basis for community action.

### **First Impressions program expectations**

Dodgeville and Columbus will:

- ✓ Identify a coordinator to plan the FI visit.
- ✓ Recruit volunteers for the visiting team from the community and plan for the team to travel to visit and complete an assessment of the community within the agreed-upon timeframe.
- ✓ Prepare a written report (using the comments from the Participant Guide and incorporated into the report template) and a presentation on the visiting team's observations during the visit and present the report at a public meeting in the exchange community within the agreed-upon timeframe.
- ✓ Host a public meeting within the agreed-upon timeframe when the exchange community will present their report.
- ✓ The public meetings may be conducted virtually.
- ✓ Develop an action plan based on the visiting team's final report.

### **First Impressions roles and responsibilities**

Dodgeville and Columbus will identify a coordinator for each of their respective community projects.

The coordinator, working with the team members of the sponsoring organization will:

- ✓ Coordinate the visit with the exchange community (timeframe, budget, etc.).
- ✓ Work with the sponsoring organization to recruit volunteers for the visit ensuring an appropriate mix of team members in terms of skills, profession, age, gender, etc.
- ✓ Organize the trip to the exchange community.
- ✓ Collect completed Participant guides.
- ✓ Facilitate the preparation of a written report for the exchange community.
- ✓ Prepare a presentation featuring the highlights of the report.
- ✓ Present the report at a public meeting in the partner community.
- ✓ Host a report-back meeting to hear the exchange community's report.
- ✓ Coordinate a media communications plan and identify a media spokesperson if necessary.

### **Visiting team members will:**

- ✓ Attend training/orientation to prepare for the visit.

- ✓ Review the participant guide prior to the visit.
- ✓ Complete the participant guide during the visit.
- ✓ Participate in the preparation of the written report for the exchange community.
- ✓ If selected, present the team’s findings to the exchange community at an agreed-upon time.

**Timing and format**

- ✓ The visits will occur withing the month of June 2025.
- ✓ Report-back meetings will take place within the month of \_\_\_\_\_, 2025.
- ✓ Visits will follow a one-day format and be conducted during a weekday.

**Program costs**

- ✓ Each exchange community will coordinate their costs for team members. These costs may include travel expenses, report preparation, and other related costs.

**Final reporting**

Once the visits have been completed, the visiting teams will prepare a written report for their exchange community. The written report will be completed within 4 to 6 weeks of completing the visit. The report will include a cover letter that provides a profile of the visiting team roles, perspectives taken, date of the visit, amount of time spent in the community, and a summary of the visit. The report will include the summary of the visiting team, explanation of observations, photographs, and contact information.

**Presentation**

The Dodgeville and Columbus FI coordinators or their designees will prepare a presentation covering the highlights of the assessments. Each coordinator will work with the sponsoring organization to plan and host the presentation by the exchange community representatives. Every effort will be made to ensure that the presentation is well-attended including key community leaders and the media if possible.

The exchange communities will prepare a joint media plan and press releases for the project. Copies of the written reports will be provided to each exchange community coordinator prior to any communication about the report contents with the media.

Agreed to this day \_\_\_\_\_ of 2025 for \_\_\_\_\_

Name: \_\_\_\_\_

Position/Organization: \_\_\_\_\_

For: (Community) \_\_\_\_\_