



ORGANIZATIONAL PACKET

“Let’s Give Crime A Going Away Party”



Introduction Letter

Faribault's "Night to Unite 2023"

This summer, communities across the state will celebrate their first Night to Unite on Tuesday, August 1st. It will be an exciting and historic event for Minnesota.

In August 2008, the Minnesota Crime Prevention Association (MCPA) Board of Directors discussed the possibilities for the 2009 National Night Out and after much discussion the Board decided to promote "Night to Unite" in place of National Night Out. The choice to participate in Night to Unite was reached after reviewing survey information received from MCPA member communities, roundtable discussions and phone calls received from across the state.

Night to Unite was developed for communities to get to know one another in their neighborhood; to build neighborhood involvement by bringing police and communities together; and to bring awareness to crime prevention and local law enforcement efforts.

Have your **"Night to Unite"** block party on **Tuesday, August 1st 2023**.

Faribault's Night to Unite is designed to:

- 1) restore a sense of unity;
- 2) promote dialogue
- 3) strengthen neighborhood spirit and police/community relations
- 4) resolve problems.

☞ Read through the materials and guidelines provided in the organizational packet. The information will be helpful in developing your neighborhood event. An important suggestion is to **begin planning as soon as possible**.

Usually the best programs are those that get an early start. Please keep our office posted on your plans as they develop. As always, if you have any questions or need assistance - give CSO Supervisor Doug Delesha a call at 334-0955.

The Official Theme designated for Night to Unite is "Neighbors Joining Together". You can make up your own or use theirs if you wish. A theme can be helpful in motivating all levels of the neighborhood. **Just Do It - get out and support Faribault's "Night Out Against Crime!"**

✓ Check out the **Good Neighbor Resource List** for advocates who can in some fashion, possibly attend, assist, or supply something for your event.

Call CSO Supervisor Doug Delesha at 334-0955 if you have any questions about setting up a Get-Together. We would be happy to help in any way we can!



GOOD LUCK AND BEST WISHES
FOR A GREAT *NIGHT TO UNITE 2023*



Night to Unite
Tuesday August 1, 2023
Official Registration Form
Registration Deadline is
07/26/2023

Coordinators Name	Home Phone	Work Phone
Street Address	Cell Phone	E-Mail
Helpers Name	Home Phone	Work Phone

Location of party event if different
Than coordinator's address:

Is this your first time hosting a block party?	Start Time*	End Time*	Theme Party?	# of households expected	# of Children	# of Adults
--	-------------	-----------	--------------	--------------------------	---------------	-------------

*Due to the large number of neighborhoods that participate in Night to Unite, we are unable to accommodate specific requests (eg, squad cars or fire truck at a specific time) We will do our best to have someone visit every gathering that has registered!

Will you be blocking off your street? If so contact City Hall. <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be having music? <input type="checkbox"/> Yes <input type="checkbox"/> No	

CHECK THE BOX IF YOU (DO NOT) WANT YOUR ADDRESS LISTED IN THE NEWS PAPER.

Plans for party/event:

Please number in order of preference 1,2,3,	Mayor	Police Chief	Police/Council	Fire Truck	City Staff	City K-9
	McGruff	Sparky	Eddie the Eagle			

Faribault Police Department
c/o Doug Delesha
25 4th ST. NW.
Faribault, MN. 55021

Sponsored and Supported by:





Night to Unite Activity Ideas

Simple Refreshments:

- Bring your favorite snack
- Coffee, tea and dessert
- Cookie exchange
- Fruit and cheese plates
- Hot dogs and brats
- Ice cream cones/make your own sundaes
- Lemonade and cookies
- Mini-donut stand
- Popcorn
- Potluck
- Pretzels and pop
- Root beer floats
- Watermelon

Group conversations and mixers:

- "Neighbor of the year" award
- Update Block e-mail list
- Find a new block leader
- Have an ice-breaker
- Interview politicians running for office
- Neighbor trivia game with prizes
- Photos from past block parties and activities
- Skill swap
- Photo contest
- Welcome new residents
- Update block map

Activities for Youth:

- Bicycle parade
- Chalk art
- Dime/penny toss
- Duck pond
- Face painting
- Games
- Kiddie jump
- McGruff art poster coloring contest
- Piñata
- Scavenger/medallion hunt
- Skits
- Talent show



All-ages Activities:

- Book exchange
- Book swap
- Cake walk
- Celebrate birthdays
- Dance
- Best lawn/garden contest w/prizes for nicest lawn or garden
- Ring toss
- Live music
- Movies

- Organize a book club
- Parade
- Plant exchange
- Prizes
- Races: minnow, cotton ball on a spoon
- Scavenger hunt
- Sing-along/karaoke
- Soccer
- Story telling
- Street dance
- Talent show
- Garden tour on the block
- Volley ball
- Water balloon fights
- Water balloon toss
- Welcome new neighbors
- White elephant exchange

Contribute to your Community:

- Beautify a common area
- Collect for a food shelf
- Plan a fall clean up or bulb planting
- Sign up all ages for library cards
- Use e-mail to communicate more with your block club
- Voter registration drive
- Volunteer at an animal shelter
- Volunteer for senior citizens

Other Ideas?

If you have something unique or fun that your neighborhood does and it's not on this list, please share it with us!



Night to Unite Block Party Planning Tips



Tuesday August 1st, 2023

How to Organize a Block Party:

- Poll your neighbors to gauge their interest in having a Night to Unite Block Party.
- Have a planning meeting to discuss how the following will be completed (see planning chart)
 1. Invitations/flyer
 2. Register your party with **(Faribault Police Department)**.
 3. Menu & paper products - potluck, bring your own, or collect money from neighbors to purchase food & supplies.
 4. Designate time and location of the block party - street, Local Park or neighbor's yard.
 5. Activities - plan activities for kids & adults-see box on side.
 6. Ask for donations from area businesses for door prizes.
 7. Sign-up neighbors to set up their portable grills.
 8. Have someone bring a portable stereo for music and maybe dancing later in the day.
- Name tags are very helpful, especially for the "visitors".
- Take lots of pictures!
- Enjoy the party and before it ends, appoint next year's organizers or committee.

Sponsored & Supported by:





TIPS AND IDEAS FOR LAW ENFORCEMENT COORDINATORS

Try Something New

Have an early afternoon event for seniors. Spend the lunch hour with them to talk about crime prevention, have your K-9 give a demonstration, hand out *File of Life* emergency cards, etc. Invite members from the fire department or other city departments to participate.

Advertising Your Event

Partner with your local media outlets to promote your event. There are many options for you to choose from for advertising your event:

- Local newspapers
- Local cable TV access channel
- City or County newsletter
- City or County website
- Utility Bill stuffers
- Local pizza businesses can tape flyers on their boxes when delivering pizza
- Banking institutions can insert "tube" advertisements during banking hours.
- Send a mailing to last year's participants and ask them to invite a neighboring block to participate.

Involve Youth

Host a coloring contest. Visit your local middle school or high school and enlist art students to put their talents to work. Use the Night to Unite theme, "Neighbors Joining Together" as the theme or make up your own. You can be creative when it comes to prizes, since many local businesses welcome the opportunity to donate and be recognized. Prizes can also be at no cost - you can offer a ride to school from the Chief of Police, have their picture taken with McGruff or present a certificate of recognition.

For the elementary age crowd or younger, host a coloring contest separated by age groups.

Ask For Feedback

Do you have a Watch Captain or past coordinator that is talented with organizing people and events? Ask for input from your neighborhood coordinators to add fun, new ideas to your registration materials. Keep a record of block party registrations and make notes to remind yourself of new ideas for next year.

Registration Packet

Include sheet of crime prevention tips. What is a current crime trend in your community? Include a tip sheet to disseminate your prevention message. This message can be about crime prevention or other public safety announcements such as water & boating safety, drinking & driving or curfew guidelines - the possibilities are endless. The MCPA website, www.mncpa.net, has more than 50 ready made flyers that you can use - look in 'Crime Prevention Tips for Law Enforcement' on the website homepage.

Look Beyond the Police Department

Ask your local fire department or public works to participate. There are many resources available such as snowplows, dump trucks and hazmat vehicles that the public rarely see up close and would add a fun element to any neighborhood party. Local EMS or ambulance services may be available to visit block parties as well.

Start Planning Early

Some agencies start as early as March in planning their event and advertising it. Do what works for you and your agency. Enlist the help of volunteers to assist in preparing registration materials, mailings and items to hand out at events.

The MCPA Board of directors and Night to Unite Committee are here for you, please contact us if you have questions or to share your ideas with us.



NIGHT TO UNITE!
Neighbors Joining Together

NIGHT TO UNITE PLANNING

Use this form to coordinate your planning efforts

WHAT	WHO IS COORDINATING	DETAILS	COMPLETED
Time			
Location Reserve a room? Alternate location if it rains?			
Activities for Children			
Activities for Adults			
Food Beverage Paper Products Other?			
Prizes, items to give-away?			
Register event with your Police Department		Register early!	
Entertainment			
Set-up			
Clean-up			
Event notice/flyer Signs			
Garbage Bins Name tags Chairs, tables Decorations			

2023 GOOD NEIGHBOR RESOURCE LIST

This listing is supplied with approval of those listed, to utilize for arranging guest attractions or special arrangements for your neighborhood get-together. These resources may entice or fascinate your neighborhood residents to come out and participate.

It is your responsibility to contact and request the assistance of those on this list - if you choose to utilize them. Follow up with a letter of request to the contact person.

Be sure to have ready date(s), times, and idea as to what you are requesting of them.

Always, follow through after your event with a thank-you letter(s) to those participating or their supervisor.

1) FARIBAULT POLICE DEPARTMENT

- Police Administration
Chief of Police John Sherwin 334-0920
- Operations Division (patrol officer, squad car display, bicycle patrol officers or ATV)
Captain Dillon 331-1573
- Emergency Response Unit (SWAT officers or equipment display)
Chief of Police John Sherwin 334-0920
- Crime Prevention Unit
(Officer, information, Mascots: Eddie Eagle (gun safety) or MCGRUFF © (take a bite out of crime mascot)
CSO Supervisor Doug Delesha 334-0955
- Community Services (animal problems, info/displays, weed mgmt., nuisances, parking)
CSO Supervisor Doug Delesha 334-0955, CSO Susan Irvin 334-0925

2) FARIBAULT FIRE DEPARTMENT {firefighter(s), truck display, educational material) Director of Fire/Code Chief Dustin Dienst 333-0396

3) FARIBAULT CITY OFFICES

334-2222

- City Administration (VIP's = Council Members, planning commission)
Tim Murray 334-2222
- Permits (street closings, band, alcohol)
- Public Works (street barricades/cones)
Travis Block 333-0361
- Community Development (neighborhood/building rehabilitation projects)
Deanne Kuennen 334-2222

- Community (Recreation) Services
Staff 334-2064
 - City Attorney Eckberg & Lammers 1-651-351-2138
- 4) MNNATIONAL GUARD- FBLT 332-5514
Area recruiter
 - 6) MN DEPT. OF NATURAL RESOURCES
Rice County Conservation Officer, 333-2012
 - 7) NORTH MEMORIAL AMBULANCE- FBLT 334-6031
(Medics, ambulance display, bicycle medic)
 - 8) RICE COUNTY SHERIFF'S DEPARTMENT
Chief Deputy Joe Yetzer / Sheriff Jesse Thomas 332-6012
(Deputy, water patrol, K-9, gang/ drug speaker)
 - 9) RICE COUNTY DISTRICT ONE HOSPITAL
Public Relations 334-4732
 - 10) RICE COUNTY PUBLIC HEALTH NURSING SERVICE
332-6111
 - 11) FARIBAULT PUBLIC SCHOOLS
Superintendent 333-6016
School Board President 332-8602
 - 12) CHAMBER OF COMMERCE Director Nort Johnson 334-4381
 - Welcome to Faribault Packets
 - Visitors Guides
 - Maps of Community
 - Event Assistance Planning (Reunions etc.)
 - 13) DIVERSITY COALITION 333-5036
 - 14) MN Correctional Facility Faribault 334-0700
Informational Speakers
Emergency Reaction Team
Canine Units

15) MN Department of Natural Resources

507-789-6361

16) MN State Patrol LT Brian Buck

507-923-2055

SUGGESTIONS FOR OTHER POSSIBLE RESOURCES:

Local lock or alarm companies, Clubs; classic car clubs, dance, karate, gymnastics, or the Humane Society...

2023 DATES TO REMEMBER

JULY Faribault's Night to Unite Citywide Promotional Campaign Begins

JULY Call 334-4381 or visit the Chamber of Commerce at 530 Wilson Ave. to Sign Up to Host a Get-Together

JULY 26th Deadline for request to Fire, Police, and others to visit your event. Packets should be turned in to the Faribault Police Department or Chamber of Commerce by this date also.

AUGUST 1st Night to Unite Celebration 6 to 9 pm

Turn your porch lights on, sit on your front steps and "Take Back the Night" show the criminals you're not afraid of them – reclaim your neighborhood.

AUGUST 15th ALL POST PROJECT REPORTS DUE turned into Chamber office or Crime Prevention Office – Faribault Police Department.



POST PROJECT REPORT FORM

Return to: CSO Supervisor
 Doug Delesha
 25 NW4th St.
 Faribault, MN. 55021

NEIGHBORHOOD

NAME: _____

HOST: _____ # ATTENDEES _____

HOST ADDRESS: _____ PHONE #: _____

1 Please rate your neighborhood get-together in the following categories:

Media Coverage	excellent	good	fair	poor
Outdoor Participation	excellent	good	fair	poor
Improved Neighbor Relations	excellent	good	fair	poor
Improved Govt. Relations	excellent	good	fair	poor
Heightening Awareness	excellent	good	fair	poor
Boosting Neighborhood Spirit	excellent	good	fair	poor
Enlisting Volunteers	excellent	good	fair	poor
Weather Conditions	excellent	good	fair	poor

2 What percentage of your neighborhood participated? _____ %

3 Do you feel your area will participate next year? YES NO

4 Have you enclosed photos, or a video? YES NO

5 Which, if any of the following were participants in your get-together?

- Police Chief Police Capt. Patrol Officers Bike Patrol DARE
- McGruff Community Services Fire Dept City Council PubWorks
- City Attorney Mn DNR Mn Nat. Guard North Amb Mn Dep of Corrections

Eddie Eagle City K9

Other(s) please list _____

IMPORTANT- Use this form as your cover page for your event binder. On another sheet, please list your overall impressions, comments, observations, and suggestions *regarding Night to Unite*. How did this campaign benefit your area? Your comments will help us for the future. Also, include comments regarding free material. **Return ASAP after your event!**



Name: _____

Could you please take the time to fill out the attached Post Project Report Form and the few boxes below and return them to me at the Faribault Police Department.

Thank You in advance for your prompt response on this matter.

_____ Number of household in attendance

_____ Number of Adults in attendance

_____ Number of Children in attendance

CSO Supervisor Doug Delesha

TRADEMARK FACT SHEET

As a registered participant of the Faribault's "Night to Unite", you *may* use the trademarks, slogans and names (collectively referred to as the Marks'), provided they are used in accordance with the guidelines set forth below.

GUIDELINES FOR USING THE MARKS'

Only officially registered hosts may use the Faribault Night to Unite Marks' {names, trademarks, slogans or any variations thereof}.

Not to be reproduced on any wearable items such as shirts or caps or similar objects. On any other promotional items, goods or products. *IF* you have any doubt about whether your intended use of the Marks' is prohibited contact the Crime Prevention Office 334-0953. Violators could be subject to legal action by the rightful owners of the Marks'.

Usable on literature such as flyers, posters, announcements and newsletters in connection with the promotion of Night to Unite.

Name *Faribault's "Night to Unite"* (whether they appear in text or as part of the logos), slogans such as "Neighbors Joining Together", and the graphic logos and themes of Night to Unite may be used in accordance with these guidelines on a limited basis.

Commercial Use of any Night to Unite Marks by a for-profit company, except for those officially approved and recognized by Night to Unite is strictly prohibited. *IF* your organization enlists the assistance of a company to support your Night to Unite (e.g. funds, in-kind donations), **that is permitted**. However, that company may **not** have its participation / association with Night to Unite publicly advertised, displayed or promoted, unless it is registered as an official sponsor with Night to Unite.

Please make sure all companies assisting you with either the Night to Unite in your area are advised of the above and are provided with a copy of this Trademark Fact Sheet.

Night to Unite retains all ownership rights in these Marks'. Night to Unite reserves the right to restrict or control the use of the Marks'. Unauthorized use of the Marks' will be subject to legal action by the appropriate authority under applicable federal and state laws.

2023 NITTE TO UNITE

LOCATION:

HOSTS:

ORGANIZATIONAL
PACKETS
DELIVERED

DOOR
HANGERS

POST
REPORT
FORM

Yes or No

Yes or No
#

Yes or No

Yes or No

Yes or No
#

Yes or No

Yes or No

Yes or No
#

Yes or No

Yes or No

Yes or No
#

Yes or No

Yes or No

Yes or No
#

Yes or No

Yes or No

Yes or No
#

Yes or No
