Group & co-op organizer toolkit

A launch kit for the people behind a shared project, including a first work-day plan and local project worksheet.

01 / Before you invite people

1. Look for an existing group at nayborlee.com/explore before starting another.

2. Choose a recognizable name, broad location, and a clear description of who belongs.

3. Decide on a free public introduction or a fully private group with Organizer coverage. Member conversations and lists stay inside the group in either case.

4. Propose the group at nayborlee.com/start. Public groups are reviewed before they open; private groups open after confirmed payment. Complete the setup shown in your account before inviting members.

5. Agree who will welcome people and help organize. Choose joining rules that fit your group.

6. Post the welcome below and make one small plan. Share invitations using your group's chosen joining method.

Your first month

Week 1: Meet the people - Ask what each person wants to contribute or learn.

Week 2: Choose one useful task - Agree on a small job and who is coordinating.

Week 3: Work together - Confirm venue and access details, then hold the first work session.

Week 4: Share what happened - Record useful links and choose one next action together.

02 / Words you can make your own

Replace every bracketed prompt before sharing. Use a public introduction link on a public flyer; share one-use invitation links only with their intended recipients.

An invitation

Hello! We're bringing together [who belongs] around [shared purpose] in [broad area]. Our Nayborlee group, [group name], will be a place for updates, practical help, and plans. Once the group opens, follow [public introduction or invitation link] to join. Our first invitation is [small task or gathering]. Members participate free. [organizer first name]

Your first welcome post

Thanks for joining [group name]. We're here to [shared purpose]. Introduce yourself and one thing you would like to contribute or learn. Our next shared action is [task/date]. Find project and venue details at [official links]. Please ask before committing someone else's time or sharing their details.

A simple first-plan template

Who would like to join [activity]? When: [day and time]. Where: [confirmed meeting place]. Access: [step-free route / seating / other useful notes]. Cost or what to bring: [details]. Reply by [date] if interested. Backup plan: [rain or space alternative].

A few group agreements

- Keep conversation useful, kind, and connected to the group's purpose.

- Ask before sharing another person's photo or personal details. Keep home, unit, and access information out of public materials.

- Use official channels for urgent issues, formal notices, and emergencies.

- Check details with the original source. Record when each local link was last checked.

03 / Make it local

Keep this worksheet for your organizing team. Share only the details appropriate for your public introduction or member group. Add official links instead of unverified advice.

Purpose / group name / city / ZIP

_____

Who belongs and joining instructions

_____

First shared task and coordinator

_____

Venue permission and accessibility

_____

Equipment or skills needed

_____

Official project / venue links

_____

Existing dues or project-payment process

_____

First gathering and backup plan

_____

Local links last checked: _____ By: _____

Useful starting points

Find a group: nayborlee.com/explore Start a group: nayborlee.com/start County activities and area guides: nayborlee.com/happenings Current pricing and trial terms: nayborlee.com/pricing

Neighbors participate free. A public-introduction group is free. Fully private groups use an Organizer plan. Review current pricing and any applicable trial renewal terms before choosing a paid plan.