Our Community. Connected.

LINK COMMUNITY HUB™ | LAKE NORMAN

Community Connection Workshop

A practical guide for turning local needs, useful resources and shared energy into meaningful action.

For businesses, nonprofits, schools, students, teams, neighborhoods, churches, clubs and civic groups.

Leave with a plan you can use

Identify what you can offer. Listen to what a local partner actually needs. Choose one achievable project. Assign an owner, a date and a way to measure progress.

Participant worksheets • Facilitator guide • Resource planning • Community challenges • 30-day action plan

2026 EDITION

www.linkcommunityhub.com

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Start here

HOW TO USE THIS PACKET

Use this guide at a community gathering, staff meeting, school session or planning table. Print the worksheets or read the flipbook together. A screen is optional; conversation and action are the work.

Choose your route

Facilitators: review pages 9-10, then distribute the asset map and the appropriate group worksheets. Participants: explore pages 3-8, complete your group pages, then finish the shared planning tools.

Inside

3-4: The Hub and participation pathways
5-6: Business giving and nonprofit follow-through
7-8: Connection principles and community challenges
9-10: Workshop agenda and facilitator guide
11: Asset map
12-23: Six group worksheets
24: Challenge planner
25: Connection scorecard
26-27: Action plan and follow-up
28: Next steps and use notice

Bring to the table

One current need, one useful offer, a realistic capacity limit and a willingness to listen. Do not bring private client, student or donor information.

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What LINK makes possible

ONE PLACE TO FIND YOUR NEXT LOCAL CONNECTION

LINK Community Hub™ connects people and organizations across Lake Norman with nonprofit needs, opportunities, events and useful resources. It helps participants find a clear next step and keep local support connected.

Start with a real need

Find an organization serving a cause you care about. Ask what would be useful now, what capacity it has and what would make your support easier to receive.

Make your offer specific

A quantity, a skill, a time window, a space or a project is easier to match than a general promise to help.

Build a relationship

Agree on responsibilities, confirm completion and check back. A useful connection can grow into a recurring project when both partners have capacity.

LINK is the connector

The offering business or organization and the receiving partner handle fulfillment directly. LINK does not hold donations, store inventory, arrange delivery or issue donation receipts.

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Find your place

SIX WORKSHOP GROUPS • MANY WAYS TO PARTICIPATE

Businesses & corporations

Organize giving, share useful offers and connect employees with service, mentoring and local partnership opportunities.

Nonprofits & foundations

Eligible verified 501(c)(3) organizations located in or serving Lake Norman participate free. Keep needs, contacts and opportunities current.

Schools & students

Connect service, student leadership and career exploration with real community needs and appropriate adult supervision.

Sports teams

Use team energy to support a cause through a well-planned season project or friendly challenge.

Neighborhoods & HOAs

Bring neighbors together around a practical local project, a collection drive or a shared service day.

Clubs, churches & civic groups

Connect trusted networks, meeting space, skills and volunteers with partners who can use them. These are workshop groups, not a promise of six separate portal types.

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Make business giving easier

YOUR UPDATED GIVING MODEL

Give your team a consistent response to repeated donation, raffle, auction, fundraiser and sponsorship requests. Use LINK to organize what your business can offer and how an eligible nonprofit can retrieve it.

1. Prepare each offer

Businesses may submit multiple offers. Include an image, description, quantity, value if applicable, restrictions, availability, retrieval instructions and a contact. Choose a monthly, quarterly or annual renewal schedule.

2. Submit for LINK review

Each offer requires administrator approval. Under the updated model, approved offers appear in the business and nonprofit portal areas for participating businesses and vetted nonprofits to view.

3. Use the eligible claim pathway

Only vetted nonprofits may claim. The updated recurring-giving rule limits a nonprofit to one claim per business per year, such as a gift-card allocation. A request is not a guarantee of availability or transfer.

4. Coordinate retrieval directly

Business and nonprofit confirm quantities, restrictions and pickup or redemption. Record fulfillment and update availability.

Implementation note: this describes Jaime’s updated giving policy. Public pages currently contain different visibility and listing rules; portal behavior, renewal and claim controls must be verified before this workflow is advertised as live.

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Turn an offer into useful support

NONPROFIT FOLLOW-THROUGH

Example: four $25 gift cards

A business offers four $25 gift cards for the month. Its approved listing states the quantity, allowed uses, expiration and retrieval method. A vetted nonprofit checks fit and annual eligibility, uses the claim pathway and contacts the business to confirm fulfillment. The business updates the remaining quantity.

Send a clear thank-you

“You’re amazing! Thank you for supporting our work. We would like to use this offer for [purpose]. Our contact is [name]. Please confirm what is available and the pickup or redemption steps. We will follow your instructions and confirm receipt.”

Perishable offers need a fast response

For immediate-use perishable offers, the updated model calls for an alert to vetted nonprofits and a response to the business within five hours. Confirm the response deadline, safe handling, pickup window and transport capacity before accepting. Sending alerts and enforcing this window require implementation verification.

Close the loop

Thank the business, confirm receipt and report how the resource was used. Obtain permission before sharing photos, names or stories. Do not include confidential beneficiary information.

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Five habits of useful connection

A PRACTICAL REPLACEMENT FOR BROAD PROMISES

1. Lead with what you can offer

Name something specific and realistic. Include what you cannot commit to so the partnership starts with clear expectations.

2. Let the receiving partner define usefulness

Ask before collecting, recruiting or promoting. Unrequested items and oversized volunteer groups can create extra work.

3. Give young people a meaningful role

Let students help plan, communicate and reflect. Match responsibilities to age, training, permissions and supervision.

4. Make recognition accurate and voluntary

Celebrate verified contributions with permission. Use approved LINK badges and materials. Participation is not a guarantee of certification, employment or an award.

5. Make the next step small enough to finish

One owner, one deadline and one measurable result can start a lasting connection. Review what worked before expanding.

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Choose a community challenge

FRIENDLY COMPETITION WITH A USEFUL PURPOSE

Football or baseball Dollar Wars

Teams invite small contributions for a nonprofit-approved goal. Define who receives funds, how totals are confirmed and how recognition works before kickoff.

Swim Team Service Splash

Swim groups support a service project or requested collection drive. Reward teamwork, reliable participation and useful results.

Soccer coat drive

Teams collect only the sizes, condition and quantities requested by the nonprofit. Confirm sorting and delivery responsibilities.

Neighborhoods vs. neighborhoods

Streets or communities organize a 30-day project. Use participation rates or goal completion when team sizes differ.

Workplace service challenge

Departments complete partner-approved tasks. Offer different ways to participate so cost, mobility and work schedules do not decide who can contribute.

Measure fairly

Choose one primary measure: items accepted, completed hours, participants or funds confirmed by the receiving organization. Use approved leaderboard tools where available, or a shared tally. Do not publish student identities without required permissions.

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Run a 90-minute workshop

FACILITATOR AGENDA

0-10 minutes | Welcome and purpose

Ask each person to name one strength and one local need. Explain the Hub and today’s outcome: one useful, achievable next step.

10-20 minutes | Listen before designing

Invite a nonprofit or community partner to describe a current need, capacity and constraints. Participants ask clarifying questions.

20-30 minutes | Map assets

Complete page 11. Identify resources already available and what permission is needed to offer them.

30-50 minutes | Work in six groups

Use pages 12-23. Assign a timekeeper, recorder and reporter. If the room is small, combine groups while preserving each perspective.

50-65 minutes | Make a cross-group match

Each group shares one offer and one need. Pair two or more groups around a project the receiving partner actually wants.

65-80 minutes | Build the plan

Complete the challenge planner or a simple project plan. Agree on roles, retrieval or delivery, verification and recognition.

80-90 minutes | Commit and schedule

Choose one owner and a seven-day first step. Schedule the 30-day check-in. Collect only information participants agree to share.

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Facilitate for participation

KEEP THE SESSION HUMAN AND ACTIONABLE

Open with this invitation

“Everyone here has something useful to offer. Today we will listen, connect what we have with a real need and leave with one next step we can finish.”

Use a no-screen activity

Offer / Need / Connection: give each person two cards. Write one useful offer and one current need. Pair up, ask a question and identify a possible connection. Confirm it with the relevant partner before calling it a plan.

Keep every voice in the room

Use brief turns, invite quieter participants and avoid sales pitches. Ask: “Who is missing from this decision?” and “What would make this manageable for the receiving partner?”

If a group gets stuck

Reduce the scope. Replace “solve hunger” with “supply the requested shelf-stable items by a confirmed date.” Replace “engage every employee” with “offer two accessible ways to participate.”

End with an accountable handoff

Read back the owner, first action, deadline and contact method. Record tentative ideas separately from confirmed commitments. Keep private notes out of the public flipbook.

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Map what you already have

SHARED WORKSHEET

Organization / group: _____ Date: _____

For each category: What do we have? Who could use it? What permission or limit applies?

Space, equipment or supplies

Skills, services or professional expertise

Time, volunteers or student leadership

Relationships, communication channels or visibility

Giving budget, gift cards, auction items or sponsorship capacity

Our best match and the person who will confirm it

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Businesses & corporations

GROUP 1 | MAKE LOCAL GIVING MANAGEABLE AND MEANINGFUL.

Group / organization: _____ Recorder: _____

1. What requests repeatedly interrupt your team, and what standard response would help?

2. What could you offer now? List quantities, images, restrictions and retrieval steps.

3. Which current nonprofit need aligns with your people, skills or business priorities?

4. How could employees participate within realistic schedules and voluntary choices?

5. Who approves submissions, renewals and fulfillment, and how will you record completion?

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Your partnership plan

GROUP 1 | BUSINESSES & CORPORATIONS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Nonprofits & foundations

GROUP 2 | MAKE YOUR MISSION EASY TO SUPPORT.

Group / organization: _____ Recorder: _____

1. What is your most useful current need? State a quantity, deadline and intended use.

2. What can you receive, store or supervise without adding an unmanageable workload?

3. What volunteer roles are ready, including age, training and access requirements?

4. Which approved business offers fit your mission and annual claim eligibility?

5. How will you thank partners, confirm receipt and report a practical result?

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Your partnership plan

GROUP 2 | NONPROFITS & FOUNDATIONS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Schools & students

GROUP 3 | BUILD LEADERSHIP THROUGH MEANINGFUL LOCAL ACTION.

Group / organization: _____ Recorder: _____

1. What need could students help address after listening to the nonprofit partner?

2. Which responsibilities can students lead, and which require an adult?

3. How will you confirm age eligibility, parent permission and supervision?

4. Who verifies service hours, and what documentation does the school accept?

5. How can students reflect on communication, teamwork and career interests?

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Your partnership plan

GROUP 3 | SCHOOLS & STUDENTS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Sports teams

GROUP 4 | TURN TEAM ENERGY INTO COMMUNITY ACTION.

Group / organization: _____ Recorder: _____

1. What cause connects with your team, and what does the partner need now?

2. Where does a service project fit without overwhelming athletes or families?

3. What will players lead, and what will coaches or adults supervise?

4. How can rival teams compete fairly when roster sizes and resources differ?

5. How will you confirm results and recognize effort with required permissions?

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Your partnership plan

GROUP 4 | SPORTS TEAMS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Neighborhoods & HOAs

GROUP 5 | CONNECT STREET BY STREET.

Group / organization: _____ Recorder: _____

1. What local need could residents support together within 30 days?

2. Which spaces, skills or communication channels are available with permission?

3. How will renters, families, seniors and residents with limited time participate?

4. Who handles collection, sorting and delivery to the receiving partner?

5. What will make participation voluntary, welcoming and manageable?

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Your partnership plan

GROUP 5 | NEIGHBORHOODS & HOAS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Clubs, churches & civic groups

GROUP 6 | PUT TRUSTED RELATIONSHIPS TO WORK.

Group / organization: _____ Recorder: _____

1. What distinctive skills, meeting space or networks can your group share?

2. Which nonprofit need could fit your regular gathering or service calendar?

3. Which other group could help, and what specific role would it own?

4. How can youth contribute with clear permissions and adult support?

5. Who coordinates the project and keeps communication going afterward?

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Your partnership plan

GROUP 6 | CLUBS, CHURCHES & CIVIC GROUPS

The real need and receiving partner

Our offer: quantity, time, skills or access

What we need from another group

Project or challenge idea and who participates

Responsibilities, limits, permission and retrieval / delivery

Result to verify and how to recognize it

Owner, first action and deadline

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Design a useful challenge

SHARED WORKSHEET

Challenge name, receiving nonprofit and confirmed need

Goal, start date and finish date

Who participates and how smaller teams can compete fairly

Eligible activities, scoring and how results are verified

Budget, collection, storage, pickup / delivery and supervision

Promotion, permission and approved recognition

Owner, partner contact and first checkpoint

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Check your connections

A REFLECTION TOOL, NOT A VALIDATED ASSESSMENT

Rate each statement: 1 = not started; 2 = occasional; 3 = organized; 4 = consistent; 5 = sustained and reviewed. Use examples rather than impressions.

1. We know a current local need and its receiving partner. Score: ___

2. We can name a realistic, useful offer. Score: ___

3. We have a cross-group contact and clear next step. Score: ___

4. Our project has an owner, deadline and capacity limit. Score: ___

5. Youth participation has appropriate permissions and support. Score: ___

6. We verify completion before reporting results. Score: ___

7. We use LINK pathways and keep relevant information current. Score: ___

8. We follow up, thank partners and learn from the experience. Score: ___

Total: ____ / 40 Review date: _____ Target: ____ / 40

One connection to strengthen and the evidence we will look for

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Make your 30-day action plan

CONVERSATION TO COMMITMENT

Organization / group: _____ Partner: _____

Our one achievable outcome

Within 7 days: first action, owner and deadline

By day 14: confirm partner, permissions, capacity and logistics

By day 30: complete, verify, thank and review

Our measure and who will confirm it

Check-in date, contact method and what help we still need

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Close the loop

A FOLLOW-UP WORKSHEET

What was completed? Include confirmed quantities, hours or other results.

What did the receiving partner say was useful?

What created extra work, confusion or barriers?

Who should be thanked, and what may we share with permission?

What listing, availability or contact information needs updating?

Continue, adjust or stop? Next owner and review date.

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Take your next step

VISIT • CONNECT • FOLLOW THROUGH

Begin at www.linkcommunityhub.com

Explore nonprofits, current needs and opportunities, businesses, Resource Exchange, events and community pathways. Choose the route that fits your role.

For nonprofits

Eligible verified 501(c)(3) organizations located in or serving Lake Norman participate free. Confirm eligibility and keep your profile and submissions current.

For businesses and groups

Review current participation options and terms on the website. Ask LINK about support with culture, team engagement, community alignment and project planning.

Contact LINK

info@linkcommunityhub.com

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