



United Neighborhoods of Evansville, Inc.

Neighborhood Associations working together to preserve, enhance, and promote the Evansville and area neighborhoods.
320 SE Martin Luther King Jr. Blvd., Ste B, Evansville, IN 47713 | (812) 428-4243

TO: Neighborhood Leaders
FROM: UNOE Board of Directors and Staff
DATE: January 2, 2020
RE: 2020 Membership Packet

The packet can also be downloaded from
www.unoevansville.org/membership
and completed electronically.

We wish you the very best the New Year has to offer and look forward to another year of helping each Neighborhood Association reach its goals!

It's that time of year again when your neighborhood's UNOE membership and City/County registration need to be renewed. Registration is required every year. The **annual UNOE dues are \$25.00**. Member Neighborhood Associations who had a representative present at the 2019 *Sparkplug Recognition Banquet* will have their 2020 dues paid thanks to banquet sponsorships. (See the list on pg. 2. If your neighborhood is not listed, you owe dues for 2020.)

Membership Benefits

- Technical assistance from the UNOE staff and Board members
- Assistance with Neighborhood Association projects and programs
- Research, program ideas, and association development
- Neighborhood Association page on the UNOE website
- Computer and work station for individual Neighborhood Association use (design newsletters, postcards, flyers, etc., research, and the like) and support for writing/designing newsletters
- Printing of your association newsletters at a reduced cost & use of our mailing services/bulk permit
- Grant writing assistance
- Workshops and seminars
- Automatic access to City and County activities that affect your neighborhood
- Natural forum for neighborhood development
- Opportunity to be represented on City neighborhood committees
- The strength of numbers

Membership Responsibilities

- Two official UNOE Representatives attend the monthly General Meeting, including voting privileges on behalf of the Neighborhood Association
- One representative from the neighborhood serves on one or more of the UNOE teams or committees of their choice
- Payment of annual dues

It is important that all your Neighborhood Association data be up-to-date, including your Officers and UNOE Representatives. Your help in that effort is essential. Please complete all enclosed forms. **Your President (or Vice-President) must sign the 2020 Neighborhood Application**, a requirement of the city/county. All forms are to be returned to UNOE via email, mail or delivery.

Forms to Complete & Return (Please only return these forms noted below, then keep/recycle the letters and meeting schedule.)

- **2020 Neighborhood Application** – Once we have processed your application, we will submit a copy to the City as your registration for 2020. For those Neighborhoods who are also in the County, we will submit copies to the County as well.
- **2020 Additional Newsletter Recipients Form** – Please only add those members who are *not* noted on the *Application*. All Officers and UNOE Representatives automatically are sent the UNOE newsletter. This form is for *anyone else* in your neighborhood who'd like to receive the newsletter.

- **2020 Committees/Teams Involvement Form** – Please list anyone from your neighborhood who is already part of one of the teams as well as any new individuals who'd like to join a committee.

Additional Documents to Submit

Please include a copy of your association's most recent documents:

- **By-laws** – To save on postage, if your bylaws have not changed in the past 2 years, you may contact the UNOE office to verify the date of the most current copy on file. Then, only send documents if your copy is the most recent available.
- **Map with the boundaries of your association**
Both UNOE and the Department of Metropolitan Development seek to include Neighborhood Association mapping on their respective website mapping tools. UNOE also uses printed maps for community events and to display in the office. *You may check with the office to verify what is the most recent map on file before sending this document.*

Please complete and return these forms with the current information (**even if your elections are later in the year**). When we receive and process your registration renewal, **UNOE will submit your registration, by-laws, and boundary map to the City and/or County.**

****If your Officers and/or Representatives change later in the year, please contact the UNOE office to convey those updates soon after they occur.****

Please return all your paperwork to the UNOE office by Monday, March 2, 2020. You may also bring registration and dues to the UNOE General Meetings. This deadline helps UNOE meet the first-quarter deadline with the City and County.

If your neighborhood is listed to the right, you are receiving a grant to cover your 2020 membership dues. Then, you may use the electronic fillable form or scan the completed paper forms and email them to office@unoevansville.org. **(Be sure your President or VP signs the Neighborhood Application.)**

If you owe dues and are using the electronic fillable form, please indicate in your email that you are mailing/delivering a check for your dues, payable to "UNOE."

Neighborhood Association registration forms are due by Monday, March 2, 2020

Included in the \$25.00 dues being paid (or covered by banquet attendance), UNOE offers to each member Neighborhood Association 2,000 free copies of printing of your Neighborhood newsletters, postcards or flyers. One copy is one side of an 8 1/2" x 11" paper (postcards are printed as 4/per letter-size cardstock two-sided to include addresses).

Neighborhoods w/Dues Paid

1	Akin Park
2	Alvord Boulevard
3	Ballard
4	Baltz
5	Bellemeade Bayard Park
6	Business 41 Improvement
7	CHAIN
8	Culver
9	Diamond-Stringtown
10	Downtown
11	Glenwood
12	Goosetown
13	Greater Lincolnshire
14	Helfrich
15	Indian Woods/Windsong
16	Lamasco
17	Lorraine Park
18	Mt. Auburn
19	North Country Club
20	Oak Hill
21	Plaza Park
22	Poplar Grove
23	Reitz Hill
24	Ross Center
25	South Dexter
26	South Lincoln Park Area
27	Southeast Side
28	STAR
29	Tepe Park
30	University South
31	Wesselman Park
32	Western Terrace
33	Westside Improvement

If you have any questions, please do not hesitate to contact the UNOE staff by calling (812-428-4243), e-mailing (office@unoevansville.org), or visiting the UNOE office.



Department of Metropolitan Development

306 Civic Center Complex
1 NW Martin Luther King, Jr. Blvd.
Evansville, Indiana 47708-1869

Phone: (812) 436-7823
Fax: (812) 436-7809
TDD: (812) 436-4925

January 2, 2020

Dear Neighborhood Association:

The Department of Metropolitan Development would once again like to take this opportunity to invite you to register your neighborhood association with United Neighborhoods of Evansville and with the City of Evansville for 2020. As a neighborhood registered under the Neighborhood Bill of Rights Ordinance G-98-14, you're eligible to receive advanced notice of all variance, vacation and zoning changes within your boundaries.

YOUR NEIGHBORHOOD MUST:

1. have a unique name,
2. have specific boundaries (provide a map),
3. be open for membership to all residents within the neighborhood boundaries,
4. have an open election of officers with specific terms, and
5. have and be following written by-laws.

In order to become a registered neighborhood, you must fill out the enclosed *Neighborhood Application* and **return it** along with the required documentation **by March 2, 2020 to United Neighborhoods of Evansville**, 320 SE Martin Luther King Jr Blvd., Ste B, Evansville, IN 47713. UNOE will process your forms then submit an electronic copy to the DMD on your behalf. Neighborhood Associations in the County (fully or partially outside the city limits) may register with Vanderburgh County using the same application. UNOE will forward those to the County Commissioners' office on your behalf.

You must register every year so you can continue to receive mailings from the City. Once you have initially registered with the City, registration forms will be sent at the beginning of each year thereafter. Should you have any changes between the yearly registration mailings, contact UNOE with the updated information at 812-428-4243 or office@unoevansville.org.

Sincerely,

Kolbi Jackson
Community Development Coordinator



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2020 General Membership Meeting Schedule

General Membership Meetings are held from **6:30-8:00 pm** on the **4th Thursday** of the month during January through September.

The meeting location is the
C.K. Newsome Community Center, 100 E. Walnut Street.

January 23	February 27	March 26
April 23	May 28	June 25
July 23	August 27	September 24-Candidates' Forum
October 22 - Banquet	November & December— No meetings	

2020 Board of Directors Meeting Schedule

Board meetings are held on the **3rd Wednesday** of every month at **4:00pm** in the Training Room in the **EVPL Annex** at 320 SE Martin Luther King Jr Blvd.

January 15	February 19	March 18
April 15	May 20	June 17
July 15	August 19	September 16
October 21	November 18	December - No meeting

These dates and/or locations are subject to change.
Please contact the UNOE office for meeting verification.

2020 Neighborhood Application

CHECK ALL THAT APPLY: We are applying for

UNOE Membership City Registration County Registration



Submit all completed & **SIGNED** forms to
United Neighborhoods of Evansville (UNOE)
320 SE ML Kina Jr Blvd, Ste. B, Evansville, IN 47713

Please complete the following information to ensure that UNOE, the City & County have the best information to convey when someone asks about your meetings/public contact information, to show on the UNOE website & others and the like.

Neighborhood Association Name _____

Association Meets: Date/Day of Month: _____ **Time:** _____

Meeting Location/Address: _____

(If applicable) **Website** _____ **Facebook Page** _____

Official Neighborhood Mailing Address: _____ **Zip** _____

Primary Contact Name _____ **Secondary Contact Name** _____

Primary Contact Phone # _____ **Secondary Phone #** _____

Primary Email Address _____ **Secondary Email Address** _____

Media/Public Contact Info: (Please mark one selection below.)

Do you want your primary phone# or e-mail or both listed on the UNOE website on your Neighborhood Association's page?

OFFICERS (If your association does not use the titles given below for its officers, please write in the titles you do use.)

PRESIDENT

Signature of President _____

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

VICE PRESIDENT

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

SECRETARY

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

TREASURER

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

UNOE REPRESENTATIVES To ensure that each Neighborhood Association receives equal representation, UNOE asks for **two** representatives from each neighborhood. The representatives you list receive voting rights at the UNOE General Meetings.

If names below are the same as any position above, just write in the name & note "see above" for the rest.

REPRESENTATIVE #1

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

REPRESENTATIVE #2

Name _____ Phone _____ Term Expires _____

Address _____ Zip _____

Email _____ Email UNOE newsletter? Yes ___ No ___

PLEASE SUBMIT THE FOLLOWING WITH APPLICATION:

- 1) **Neighborhood Boundary Map** *Select One:* Included Map on file is current
 - 2) **Copy of current By-Laws** *Select One:* Included Bylaws on file are current
 - 3) **Annual Dues** \$25.00 paid to "UNOE" (due with application)
- Mark payment mode: Cash Check# _____ Attended 2019 Sparkplug Banquet

OFFICE USE ONLY

United Neighborhoods of Evansville, Inc.
2020 Additional Newsletter Recipients



UNOE newsletters will be sent to the Officers and Representatives of each Neighborhood noted on the application. If there are **other members or businesses** who would like to receive the UNOE newsletter, please print names and address or emails below. There is *no need to repeat anyone from the Application*.

PLEASE PRINT CLEARLY

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

Name:	
Address:	Zip
e-mail:	

PLEASE RETURN THIS FORM WITH COMPLETED APPLICATION or scan & email to office@unoevansville.org You may also use this form throughout the year to add others.

United Neighborhoods of Evansville, Inc.
2020 Committees/Planning Teams Interest/Involvement



UNOE's major work of supporting/serving Neighborhood Associations is done through the Committees/Teams and the General Membership Meetings. Please list the name(s) and phone#/e-mail information of those from your neighborhood who are interested in or already serving on one or more of these committees below, then return this form to the UNOE office.

Committee/Team	Name	Phone	Email
Disaster Preparedness/Safety/CERT - Communicate EMA/CERT info and training opportunities as links with related agencies			
Finance Committee Attend bi-monthly meetings and guide the UNOE budget			
Development Committee Find, co-write and process grants; explore and coordinate fundraising opportunities			
Parks, Trees & Beautification Committee Work cohesively with the city and other community organizations			
Personnel Committee Foster healthy and lawful employee relationships			
Government/Zoning Team Support neighborhoods with zoning/appeals information & process			
Marketing Team Promote the mission and work of UNOE throughout the community			
Sparkplug Banquet Committee Plan the annual banquet			
Technology Team Coordinate/attend to IT/tech needs to support the office, general meetings and other UNOE activities			

For more information, contact the UNOE office at 812-428-4243 or by e-mail at office@unoevansville.org.
PLEASE RETURN THIS FORM WITH COMPLETED APPLICATION or scan & email to office@unoevansville.org
 You may also use this form throughout the year to add others.