

Handouts

1. Links to Local Area Demographics for Countries Around the World and “Links by Country” PDF from www.statoids.com
2. Walking Survey/Windshield Survey Worksheet
3. Interviewing Community Leaders
4. Mapping Your Social Capital

Handout 1

Links to Local Area Demographics

The census is an operation of the national government in each country. A census or statistics agency collects and publishes the information. The most visible reports have demographics for the entire nation, but each country also publishes demographics for local areas. Today much of this information is published via web sites.

There is a web site www.statoids.com which provides a link to local area demographics for each nation around the globe. Local communities go under different official terminology in each country, such as district, commune, shire, department, municipality, etc. Postal codes often provide the most local definition of community, especially in larger and more urbanized nations. The basic tables on this web site list the name of the country, the “Primary” local area terminology and the “Secondary” local area terminology as well as indication of whether or not “Postcode” data is also available. There are also links to “Stats” (a direct link to the statistics) and several different types of maps.

A “Primary” local area would be the larger in size if there is also a “Secondary” term listed. If a “Post” is listed under the column for “Postcode” that means that data is available for an even smaller, more localized area. Smaller countries have only a “Primary” listed because they are not large enough to need two or three levels of local community.

A few examples: In the United States the “Primary” local area is the state and the “Secondary” local area is the county, and there are “Postcode” data, called Zip Codes in that country. In Brazil the “Primary” local area is the state and the “Secondary” local area is the microregion, and there are “Postcode” data. In Kenya the “Primary” local area is the province and the “Secondary” local area is the district and there is no “Postcode” data. In India the “Primary” local area is the state and the “Secondary” local area is the district, and there are “Postcode” data.

Almost all of these listings on the tables that make up this web site are links which can be clicked and take you directly to the various kinds of information. The pages you go to will have links to even more detailed data as you drill down into the data sets indexed to www.statoids.com.

Notes about the country or countries where you serve:

Handout 2 - Walking Survey/Windshield Survey

Area covered	
Geography	
Characteristics	
Street layout	
Physical boundaries	
Identity markers	
Traffic flow	
Homes	
Kinds of housing	
Clusters of homes	
Appearance	
Residents	
Age group	
Impressions	
Relationships	

Handout 3

Interviewing Community Leaders

One of the most effective tools for community assessment is to interview six to 30 community leaders. There are six major categories of leaders, so an assessment must include at least one interview in each of these major categories: Business, Government, Education, Health care and social services, Media and Religion. If you have sufficient time and volunteers, the assessment would be more accurate if 12 or 18 interviews were done—two or three interviews in each major category—or as many as 30 interviews for the most comprehensive survey.

What to Say to Set Up Interviews

These civic leaders are busy people with many demands on their time. It is unrealistic to expect to talk with them unless first setting up appointment. This is a suggested script for a phone call to set up an appointment for an interview. In some cases, you will talk with an office assistant of the individual you want to interview.

I am calling on behalf of Adventist Community Services. It is conducting a community assessment to understand the realities and needs in our community. One of our first goals is to interview a number of community leaders to learn their views and suggestions.

You have been suggested as an important source of information about this community. I would like to arrange a time to interview you within the next two weeks.

Through these interviews we hope to learn from community leaders what role our organization can play to improve the community. I would be happy to send you the interview questions in advance, if you wish. Can we arrange a time to meet with you?

Basic Interview Questions

1. What are some of the most important needs in our community?
2. What could a volunteer group do that would really be helpful in meeting the needs you have list? (Go through the list one by one and get as specific as possible on suggestions for each one.)
3. Who are some of the influential leaders in the community we should interview with the same questions that I have asked you?
4. What do you know about the Seventh-day Adventist Church and/or Adventist Community Services? What is your impression of its contribution to the community in the past?

