



Neighborhood Group Registration

The Neighborhood Services Department administers the Neighborhood Watch Program and is responsible for the registration of all City of Champaign neighborhood groups and associations.

Guidelines for registering all groups are provided by the NSD Coordination Division.

To register your group or secure additional information about organizing contact:

City of Champaign
Neighborhood Services Department
Coordination Division
(217) 403-7070

Neighborhood Services Department
Neighborhood Coordination Division
102 N Neil St
Champaign IL 61820
(217) 403-7070 • fax (217) 403-7090
neighborhoodservices@ci.champaign.il.us

Neighborhood Services
Department

ORGANIZING AND TECHNICAL ASSISTANCE



City of Champaign
Neighborhood Services Department
Coordination Division

Guidelines for Organizing and Registration of Neighborhood Groups

The Neighborhood Services Department—Coordination Division is responsible for registering all neighborhood groups and associations.

Who Should Register?

All Neighborhood groups, including:

- Neighborhood Watch
- Homeowner Associations (HOA)
- Lake Associations (LOA)
- Other neighborhood associations

Need Assistance?

We can assistance with:

- Helping groups identify membership boundaries.
- Developing a mailing list.
- Assist with the initial organizing meeting including, locating and scheduling an appropriate facility.
- Identifying appropriate City staff to attend the meeting in response to neighborhood concerns.
- Preparation of meeting flier/notice
- Mailing/distribution of meeting notices (one mass mailing annually)

Neighborhood Problem Solving

We will assist neighborhoods with problem solving, we can help with:

- Identification of the problem and the affected area's, as well as impacted residents.
- Helping the group identify resources to assist in problem solving.
- Locating and scheduling a facility for problem solving meetings, including outreach materials fliers/letters.
- Facilitating the meeting and developing follow-up plans to address concerns/issues through to resolution.
- Serving as a liaison between neighborhood groups, City Departments, the City Manager office and City Council, to keep each informed of progress and activities of the affected area.
- Providing background information groups may need, regarding specific issues or problems.
- Developing a map and mailing list.

Services Provided for Neighborhood Groups

- Staffing at least one meeting annually
- Providing resources for one mass mailing
- Assisting groups with at least one group activity or event for the neighborhood
- Assisting HOA's and LOA's develop by-laws and guidelines for their associations.
- Help HOA's and LOA's apply for incorporation, and monitor annual updates with the Secretary of State Office.
- Assisting groups with the development of program ideas for Neighborhood Small Grants including funding
- Help with other programs/events as needed.

