



Communities Achieving  
Responsive Services

# Fact Sheet #12

## ***CARS Kitchen Table Meeting Template***

One method of gathering the voices of community members in the CARS process is through Kitchen Table Meetings. Kitchen Table Meetings are small informal gatherings of community members who meet to discuss an issue area or need in the community. At these events, each group follows a specific format or series of predetermined open ended questions. Kitchen Table meetings are an effective way to ensure the voices of people who do not normally attend larger community events, are heard. CARS Facilitators are encouraged to hold as many Kitchen Table Meetings as possible in the early stages of the CARS process.

Here is a template for a Kitchen Table Meeting focused on the issue of services for community families and children.

### **CARS Kitchen Table Meeting Summary**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Facilitators: \_\_\_\_\_

Description of Group: \_\_\_\_\_

Question #1 **What good things are happening now to support you in raising your children?**

**Flip Chart Notes:**

**Categories Created:**

Question #2: **What things have changed in this community in the last 20 years?**

**Flip Chart Notes:**

**Categories Created:**

Question #3 **What is happening in this community that you would like to see stop?**

**Flip Chart Notes:**

**Categories Created:**

Question #4 **What would you like to see start in this community?**

**Flip Chart Notes:**

**Categories Created:**

Question #5 **What can you or others do to get these new activities started?**

**Flip Chart Notes:**

**Categories Created:**

