

# Voyage Log Book



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Sail  
The  
Seven  
C's to  
Positive  
Change

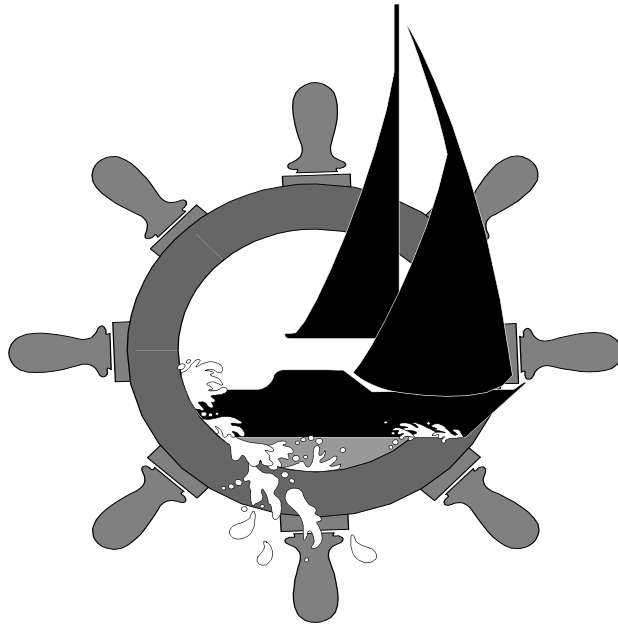
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# **Sail the Seven C's Voyage Logbook**

By

**Robert E. Bear**



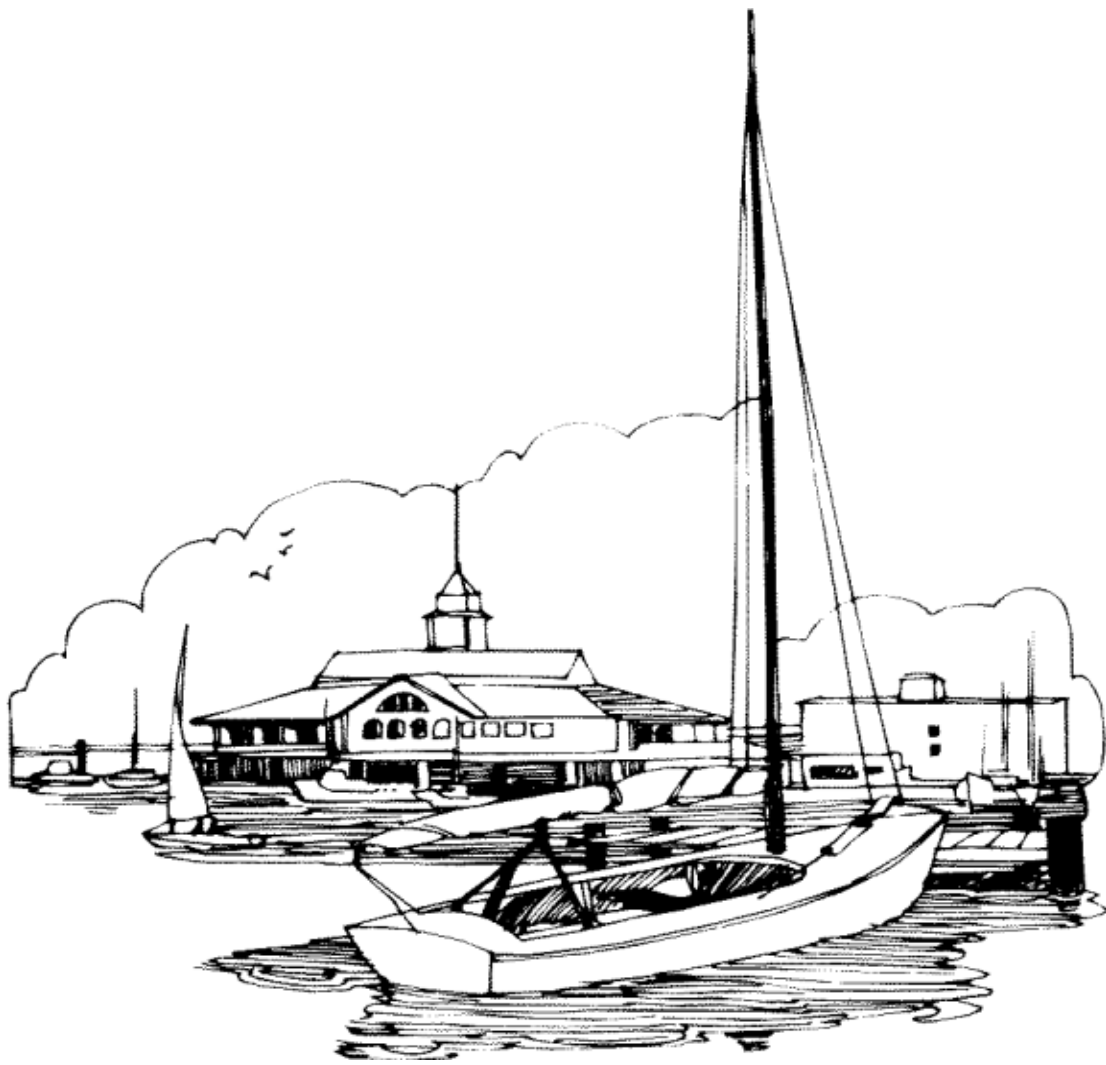
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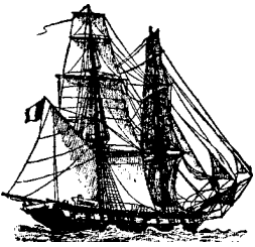
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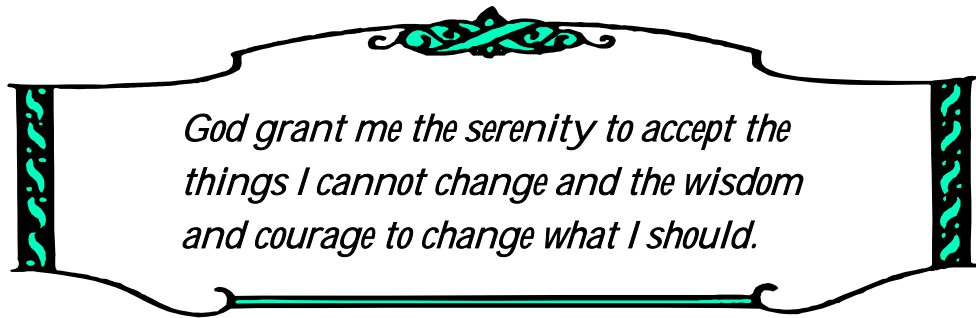
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Problems are only opportunities in work clothes.

Henry Kaiser



The purpose of the book and its forms is a tool for a team, committee, task force, or a group to work together in a systematic, organized approach to solving problems of any size. You don't need to be on an expedition of problems solving by yourself. To do so can seem like you're stuck on the sand in a row boat on a deserted island.

Before your traverse through this manual, confirm a time when your group can regularly assemble and work on and review each others efforts and logbooks.



### Introduction

"Here a problem, there a problem, everywhere a problem, problem, oh McDonald had a problem, E, I, E, I, O, OH NO!" The world is full of problems, just ask any cynic. Perhaps, you're reading this because you want to be a problem solver, or hopefully, you are looking for ideas to serve as a lighthouse to guide you in making a constructive transformation of some sort in the microcosm of your locale, business, place of employment, or even the greater global community. If you are motivated to make a positive difference somehow, someway, you are invited to continue.



The strength of a person's character is the strength of their convictions.

## The Voyage

Margaret Mead said: "Never doubt that a small group of thoughtful, devoted citizens can change the world; indeed it is the only thing that has."

Here is the course these citizens have navigated to reach their destination and so can you.

1. Conviction
2. Courage
3. Counsel
4. Creativity
5. Cooperation
6. Communication
7. Commitment



## Conviction

We all have at least one problem that we are passionate about solving. This passion is the Conviction. The issue could be an unfair practice at work, increasing productivity, taking care of employee's interests, or filling a market niche and increasing exposure. There could be a need for a fence around a school campus for child safety or an absurd zoning regulation that should experience extinction. It might even be a larger task of bringing peace to a civil war. Conviction is always the first and easiest part of the journey. It is also the closest to the harbor of non-involvement.

## Courage

Courage is the fortitude to step forth and become involved. It also requires that we assess our attributes, attitude, and resources while looking forward at Commitment. The spark of Courage comes from within, but can be fanned into a formidable blaze with the winds of support and fueled with victories.



Courage is the standing army of the soul which keeps it from conquest, pillage and slavery.

Henry van Dyke

Gain inner strength from meditation on positive words, inspirational experiences, and principles. Courage is the fortress of character that will sustain you through to the success of a positive change.

## Counsel

Counsel, the third "C", may involve more than just seeking advice from friends or others who have traversed a course similar to your undertaking. The gathering of as much information and ideas as possible is a large ocean of consideration. Here are just a few of its tides. What is the underlying cause? How did the problem arise? What could have prevented it? Who, what, and to what extent are the effects of the condition? Who, what, and to what extent will a solution produce affects? What have been or are the possible obstacles? What may be the physical, mental, emotional, spiritual, and financial expenses and liabilities? What are the rights and responsibilities of all involved? Who will be responsible for maintenance of the solution? The process of Counseling may necessitate the services of an attorney to look at the legal issues, required paperwork, and ramifications. Keep in mind that it's a mathematical certainty, the more data collected, the greater the possibilities for the next "C".

## Creativity

Once you've spent an impressive tour in the waters of Counsel, Craft a map of creative solutions. Transcribe in detail the prospective routes. This will be beneficial through the remaining "C's". You'll need to draft blueprints to pass the doldrums of apathy and indifference, as well as, strategies to affront the hurricanes of skepticisms and tsunamis of intolerance.

## Cooperation

Next, network Cooperation from as many individuals, organizations, and businesses as you can that may possibly have a stake in the outcome of the resolved problem. There have been volumes written on techniques for networking, particularly in the realm of business. If you are not familiar with recent discussion on this topic, take the time and effort to do so. Within this "C" you may also need to allocate responsibility.



Success lies not  
in achieving  
what you aim at  
but in aiming at  
what you ought  
to achieve.

## Communication

Communicate the objectives, articulate ideas, impart information, share feelings and feedback. This must be a multi-directional, fluid process throughout your network. Communication should be a haven where each feels safe from storms of emotions and treacherous reefs of self-centeredness. Communication needs inlets of openness where all the shipmates are respected. Locate the placid bays where tacit whispers of ideas can be heard, for here may be found a treasure chest of possibilities. How this "C" is crossed determines the success or failure of the voyage.

## Commitment

Commitment can be the most arduous "C" to navigate. It may entail a return to one or more of the previous "C's" for continued buoyancy and not sinking from the onslaught of the monsters of doubt and new problems that have surfaced. You may come across false successes as Sirens alluring you from the true goals. Undoubtedly, you will also experience the icebergs of setback, threatening to put a tragic end to your gallant journey. Consequently, select a theme, adopt a saying, a religious verse, a motto, or creed. Such a statement of belief will aid in keeping your sights focused on the new shore, the destination of resolution and the treasures to be achieved.

You could be a new seaman or an experienced captain, non-the-less, use this as your sextant for setting sail. When you have reached the territory of a successful resolution consider another adventure, a new exploration in discovering a problem to be conquered in the name of positive change.

## Bon Voyage



## General Logbook Instructions

Each member of a problem solving team needs their own Voyage Logbook. Because everyone has a logbook each member can literally be “on the same page”. This helps tremendously with communication processes. Everyone knows someone that the others in the group don't know. When each writes down their own list of ideas, contacts and information, the possibilities automatically increase. This is a major tenet of networking.

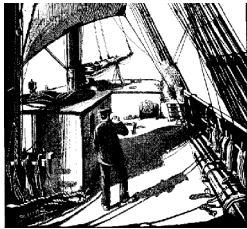
Go as far as  
you can see,  
and when you  
get there you  
will see  
farther.

Documentation of all work is vital for a host of reasons. During this phase each participant needs to try and keep copious records, notes, receipts, gather past research and statistics on the topic, or conduct new research. One critical reason for each member to keep logbooks relates to litigation, should you choose to pursue court proceedings. Other reasons include referencing research and as a substitute for unreliable memory. When you are preserving your notes, remember that sometimes a word or idea may not appear to totally make sense at the time, but when reviewed later, the “light goes on”.

You will notice that there are always seven (7) opportunities provided for responses. This amount was established for several reasons. One rationale was to force people to look beyond two or three possibilities. Additionally, I wanted to be consistent with the initial seven C's and bring unity to the logbook. The concept of seven being a perfect number in Jewish and Christian theology also seemed like a good choice since I needed to set a boundary somewhere. However, please don't feel that you are limited to these seven when you believe that a greater number would be more appropriate in meeting your needs.

The notes lines provided with each category can be used to transcribe thoughts, single words, feelings, or any ideas to address later.





The greatest things in the world have been done by those who systematized their work and organized their time.

Orson Marden

### 1. Conviction

Write a specific problem you want to address. Often times, there are other problems that may be related and solved at the same time. After you've noted the main issue, consider several correlated problems. This may be beneficial when it comes to ideas for contacts.

### 2. Courage

Keep positive attitudes. List several attributes or character traits you admire, even if you don't believe you possess it. You could be selling yourself short, non-the-less, list traits you aspire to achieve.

What resources, such as web sites or books, that you can refer to and read for encouragement, be specific. What are some positive experiences you have grown from and why where they important to you? Perhaps list seven principles that you admire and where they come from.

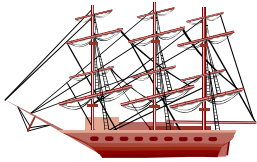
Researchers have shown that past successes give us confidence and help to influence our future achievements.

### 3. Counsel

There are numerous things to reflect on that may not have surfaced when the problem was initially addressed. Listed in this part are several additional considerations that may be important in solving the conflict.

Working on the "who", "what," and "how" parts before compiling the contacts is important. Something may come to mind, or an idea triggered, by reviewing those when pondering the contacts that could be associated with one or more of the issues. After each participant has compiled their directory of contacts, the group should come together and go over each list, brainstorm and then achieve a consensus as to who will be contacted and by whom. There are times when it would be appropriate to do follow-ups on contacts. A section for this is provided in the registry forms.

Each person may have favorite sayings, religious verses, or mottos that are of



The reason that so many good ideas die is that they cannot stand solitary confinement.

particular importance to them. When each person has written down their list, discuss these and select a motto for the expedition. Put this motto on all correspondence regarding the project.

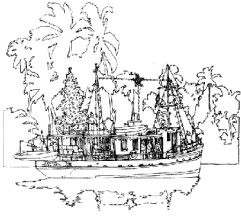
According to the Fundamental Counting Principle, the greater the amount of information, or options, you have collectively amassed will directly influence the possible outcomes of viable solutions. A small collection of information will directly correlate to a small choice of possible outcomes. In other words, if an event can happen in 2 possible ways and you interject another event that can happen 3 more ways, then there will be 6 options. However, if you start with 7 choices and interject 3 options for each of these, you now have 21 selections. Consequently, you can see how important it is to become thoroughly familiar with your topic problem. Being "well informed" in all aspects of the problem will also go a long way when attempting to enlist participants in the C of Cooperation.

At some point it may be important to hire the services of a competent attorney. There is a separate section for keeping records for using a lawyer.

## 4. Creativity

The age old adage "two heads are better than one" is not just indispensable for the navigation of counseling, it is also of consequence here. In the boxes provided for possible solutions, either as a team or individually, jot down one possible solution in each rectangle. Explain who and what will be affected by the solution. Establishing the affects can help you with two things. One is to look at who may have a vested interest in the outcome and thus be one to network with for the solution. Another is to assist in prioritizing solutions. In the upper left hand corner you will notice that there are two (2) squares. In the first square is to be placed a priority number by the individual preparing the solution. After the group comes together and discusses possible solutions, the second square can be used to number to show the group's priority concerns. These rectangles can be cut apart and rearranged to make prioritizing a little easier.

Keep in mind that a viable solution is achieved when not only the problem is solved, but when all that have a stake in the outcome have benefited, ideally



The man who  
removed the  
mountain  
began by  
carrying away  
small stones.  
Chinese Proverb

to the same extent. This will take some compromising by all the stake holders and this is imperative in the communication and cooperation waters.

## 5. Cooperation

Delegating responsibilities will make the processes of complex problem solving easier. Consider assigning someone to act as a project coordinator. Perhaps another should be designated as the project secretary to monitor correspondence, orchestrate the paper trail of ideas and information exchange. Should the project require funding, another should serve as treasurer. When consigning particular aspects of the problem solving, take into account personality temperaments, abilities, and interests.

As you know, cooperation doesn't just transmit to your initial team. You've already traveled a long way in this C when a team is assembled to sail on the problem solving voyage and it's time to expand beyond your current borders. When you've put together your list of possible networking companions that have a vested interest in the solution of the problem, it's time to review your issues and information, then begin enlisting your contact's cooperation.

Some other things you may wish to address include:

Who will handle media contacts should the need arise, or should you actively pursue media coverage?

What are the timelines involving this problem solution and how will they be addressed?

## 6. Communication

Keep records of all correspondence. Interaction of ideas and don't be afraid to exchange ideas, no matter how simple they may seem to appear. Free association. Don't be afraid to extend your contacts and relations outside your "comfort zone".



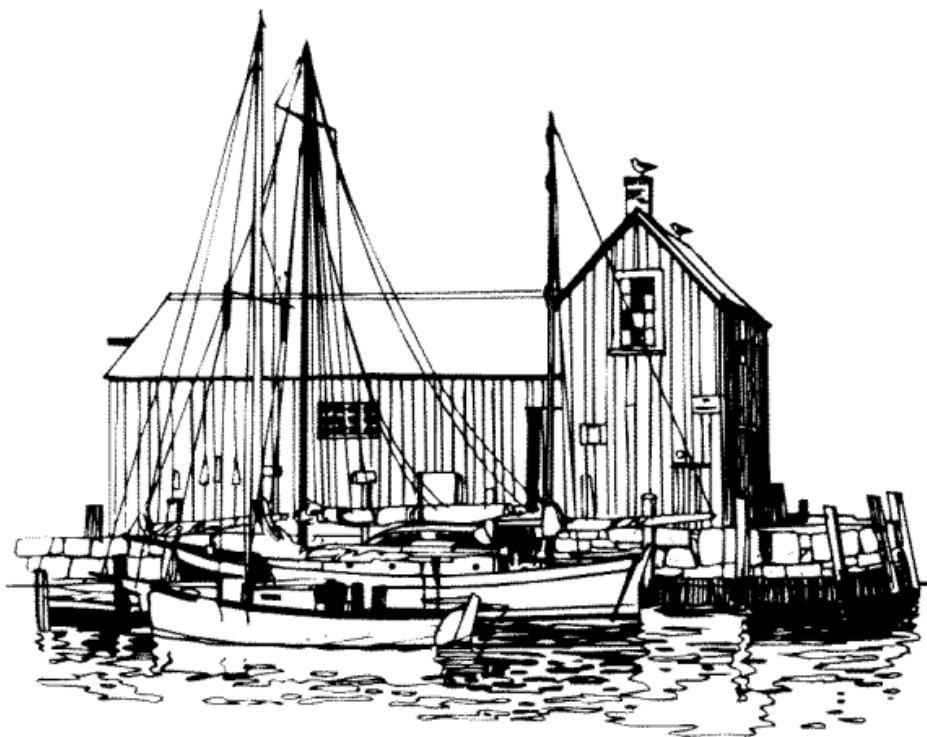
### 7. Commitment

Each participant should write down seven (7) sayings, religious verses, mottos, or creeds in their logbook. Review these as a group, prioritize them and vote on one to use.

Consider strategies to deal with setbacks, roadblocks, and obstacles, etc. Try to do some foresighted thinking and anticipate specifically what these will be and then look at several possibilities to handle them.



The battle against evil is difficult, not so much because of the action required, but because of the endurance necessary to achieve victory.





# Logbook

## 1. Conviction

What is the specific problem you are passionate about resolving?

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List seven (7) problems that may be related to this one that could also be solved at the same time as a result of this voyage?

1. 

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2. 

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3. 

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4. 

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5. 

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6. 

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7. 

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Notes:

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## 2. Courage

List seven (7) positive attributes or personal qualities you possess.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

List seven (7) positive attitudes.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

List seven (7) things you have succeeded at.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



7. \_\_\_\_\_

List seven (7) resources that may be available for this problem solution.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

Write down seven (7) positive words.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

Write down seven (7) positive experiences you have had.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

# Sail the Seven C's Voyage Logbook



6. \_\_\_\_\_

7. \_\_\_\_\_

List seven (7) positive principles that have guided you in the past (where did they come from?)

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





### 3. Counsel

Fill in seven (7) persons or organizations that you may contact for advice. Place a check in the box at the end of each method you used to contact them.

		Name/Organization:			
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

		Name/Organization:			
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

# Sail the Seven C's Voyage Logbook



		Name/Organization:			
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

		Name/Organization:			
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

		Name/Organization:			
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



### 4. Creativity

List seven things that may have contributed to the problem.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

How could the problem have been prevented, be specific?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Who and what does the condition affect?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



7. \_\_\_\_\_

How, what, and to what extent are the effects of the condition?

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

Seven possible solutions.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_



4.

5.

6.

7.

Notes:



### 5. Cooperation

Provide seven possible individuals to contact for cooperation in solving the problem.

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

# Sail the Seven C's Voyage Logbook



Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



# Sail the Seven C's Voyage Logbook



Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



Should your organization need to handle media contacts, who will handle this?

\_\_\_\_\_

List several tasks to be accomplished toward your goal. Often these must be set upon in a logical order. List an approximate time when these should be initiated and then accomplished.

1. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

Started: \_\_\_\_\_ Finished: \_\_\_\_\_



List seven possible organizations or businesses to contact that may possibly have a stake in the outcome of a resolution.

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
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Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
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Name/Organization:					
Address:					
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Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

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Address:					
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Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
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Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

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Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Name/Organization:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:				Date Contacted:	
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



## 6. Communication

List seven things you have done to share information, objectives and feedback.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_

What were areas of bottlenecks in communication processes?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_



4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_

Suggestions for improving communications.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_



### 7. Commitment

List seven possible mottos, creeds, verses, or other sayings to adopt to help you keep focused on your destination. As a group then vote on these to select one for that purpose.

- 1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Try to consider possible obstacles that may need to be addressed and how each will be done.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

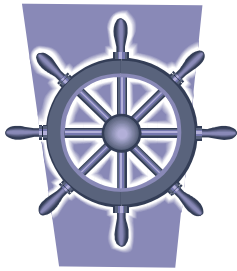


List a few attorneys that may be contacted to assist with you organization's needs. Keeps all records, notes and correspondence in regard to interaction with legal counsel.

Attorney/Firm:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Attorney/Firm:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					

Attorney/Firm:					
Address:					
Phone 1:			Result/Comment:		
Phone 2:			Result/Comment:		
email:			Date Contacted:		
Person Responsible for Contact:					
Notes:					
Follow-up	email:	Phone:	In-Person:	Letter:	Date:
Result:					



Failures do  
what is tension  
relieving, while  
winners do  
what is goal  
achieving.  
Dennis Waitley

## Funding

So, you've decided to embark on a program toward positive change but you don't have the necessary anticipated funding to cover the expenses of the passage. The forms and information on the following pages is intended to give you ideas on organizing your strategies for securing financial support for your endeavors.

Before you start to search for funding make sure you get your "ducks in a row." For example, decide who is going to be responsible for what, such as the designated contact person for the project and who is going to take care of the reports, etc. Have timelines established, as well as, needed materials and their costs.

Some foundations will only support non-profit organizations, a 501(c)(3) corporation under federal regulations, while others are willing to cooperate with companies and individuals when the projects are not for the benefit of those seeking financial support.

If you are seeking federal or state grants, keep in mind that they will not pay for someone to assist in writing them; however, some private foundations will under administrative expenses. This is good to know if you are having difficulty with volunteers.

While these forms are designed specifically toward finding grant money, they should be helpful in sparking initiatives for other avenues as well. Tap into the resource connections and fund raising experiences of each voyage member for illuminating panoramas of greater arrays of possibilities.

## Grant Search Request Form

The "Grant Search Request" is a two paged document that can be used three ways. First, it can assist in organizing information and looking at what options may be available for support. The second purpose is to fill out and submit to a person or organization to contract with, or assist you, in researching funding possibilities. Additionally, it may be utilized as a reference checklist when working with the "Foundation Prospectus Form".

## Foundation Prospectus Form

It is not necessary to go through foundations to help in financing projects. However, it is important to note that tens of billions of dollars each year are



Success is the sum of small efforts, repeated day in and day out.

Robert Collier

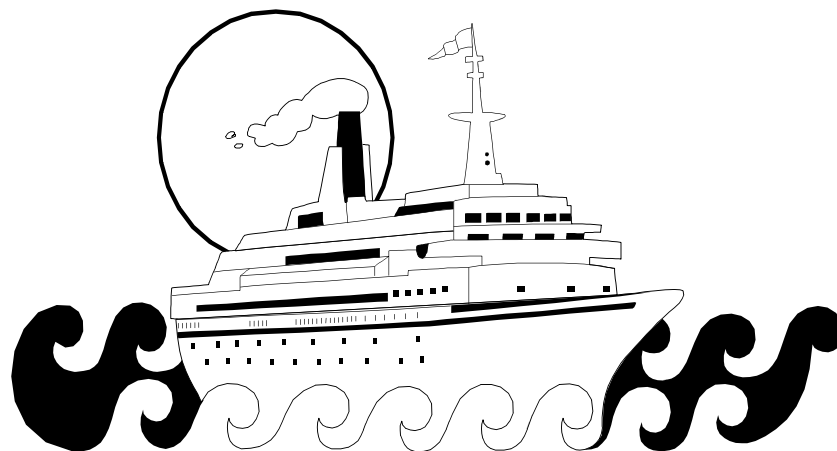
given to worthy endeavors by foundations, corporate and private. Keep in mind, if you are seeking foundation contributions or grant sponsorship to a school district, that some foundations are reluctant to contribute directly to a school system. This is because they feel that schools are funded through taxes and state education agencies. In the event you come across this problem, a non-profit group can be set up that directly supports one, this is a major purpose of parent-teacher organizations, such as the PTSO.

Corporate and private foundations can be looked at for their local, national, and global support structure, as well as, their grant sizes and type of activities they are set up to support. You will find such considerations in the "Tangible" and "Intangible" sections of this form. There may only be certain times of the year that foundations accept proposals, so look carefully at this when researching. Each foundation has their own guidelines for submission and some foundations also have their own forms you need to send.

## Record of Funding Contacts

It is vital that you keep documentation of the funding sources you contact for reference and follow-up. Remember, some organizations may already be committed to support for the year, but may be available in the future.

The information you provided in Section 5 is a good place to start looking for liaisons for funding sources. These sources may also be able to connect you with other opportunities for contacts. So, don't be afraid of asking for possible additional contacts from the persons you initially approach to assist you.





Grant Search Request

Deadline Date: \_\_\_\_/\_\_\_\_/? \_\_\_\_

**Organization:** \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_ - \_\_\_\_\_

Please return this form to (if different from above):

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Organization's Legal Status**

- 501 (c)  City/County Government
- 501 (c) 3  Other:
- 501 (a) \_\_\_\_\_

**Major focus of the project:**

**Project Title:** \_\_\_\_\_

- Arts & Humanities
- Civic/Public Affairs
- Education
- Health/Medical
- Religion: \_\_\_\_\_
- Social Services
- Technology
- Other: \_\_\_\_\_

**This project is intended to serve:**

- Elderly
- Women
- Men
- Youth (ages)
- Community
- Moderate Income
- Minorities/Ethnic Group
- Homeless
- State/s
- Veteran

**Where will the project be located?**

City/Cities \_\_\_\_\_

State/s \_\_\_\_\_

County/Countries \_\_\_\_\_

**Other sources of funding:**

- Local Fund Raising
- In-kind Finances/Services \_\_\_\_\_
- Other \_\_\_\_\_

**Main purpose of required funding:**

- Building Construction/Renovation
- Capital Campaigns
- Challenge/Matching Grants
- Endorsements
- Equipment
- Fellowship
- General Support
- Loans
- Preservation
- Scholarships
- Seed Money
- Other: \_\_\_\_\_

**Sources you wish considered:**

- Corporate
- Private
- Foundation
- State
- Federal
- Other





Foundation Prospectus Form

Name of Foundation		State	Address	Contact Person	Phone					
1										
2										
3										
4										
5										
6										
7										
8										
Tangibles		Intangibles								
Asset Size	Size of Grants	Purpose Activities	Geographic Distribution	Types of Support	Proposal Deadline	Application Procedures	Geographic Proximity	Principles	Special Circumstances	Total
1										
2										
3										
4										
5										
6										

















# Sail the Seven C's Voyage Logbook \_\_\_\_\_



Here list the information for your voyage crew members.

# Voyage Crew

Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	
Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	



Voyage  
Crew

Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	
Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	





Voyage Crew

Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	
Name: _____	
Address: _____ _____	
Phone 1: _____	Phone 2: _____
Email: _____	
Strengths to contribute to the voyage: _____ _____ _____	
Positions/Responsibility for voyage: _____ _____ _____	



Voyage Crew

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Strengths to contribute to the voyage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Positions/Responsibility for voyage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Strengths to contribute to the voyage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Positions/Responsibility for voyage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Ursidae Enterprises**  
P.O. Box 81  
Lampasas, TX 76550

Sail the Seven C's to Arrive at Positive Change

