Step Three	Inventory Resources and Assets

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After you have gotten to know your outreach community, take an inventory of the assets and resources that you and your partnering agency bring to the project. This inventory might include some of the following:

- *Events in your community for information booths.* Health fairs, fun run/walks and club meetings are places where you can set up an information booth or do a demonstration.

- *Staff to support and conduct the outreach activities.* Even though you may not have developed any strategies or activities, you still should know who in the partnering agencies will have -- and will commit – resources, time and expertise to assist with the project.

- *Educational activities that can incorporate health information outreach strategies.* Search for different classes, training sessions, or educational programs where you can incorporate outreach activities. For example, volunteer computer technology instructors at a community center may see the potential of online health information. They know their learners may be more motivated to learn computer skills to search for information about their own health questions.

- *Computer access for trainees.* You will want to know where different groups in your community are likely to have computer access outside of your class. You should get an idea of how many have access at home or work. If you suspect that many are without personal computers, you will want to locate technology centers that are open to the public.

- *Training locations.* You probably will need to provide training in rooms with computers. Look for places in your area that have suitable training facilities, like schools, community centers, hospitals, or public libraries. Make sure the organizations are willing to let you use their computer facilities for training and that they are available at the times you will need them.