

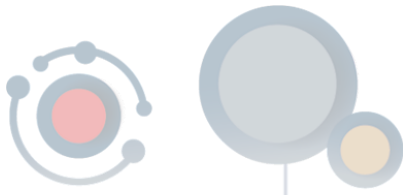


Satellite Office Expansion: A Reflection Tool



Réunir les
communautés régionales
D'EXPRESSION ANGLAISE DU QUÉBEC

Connecting
**QUEBEC'S REGIONAL
ENGLISH-SPEAKING**
Communities

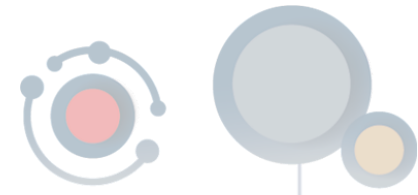


**To open a
satellite office
or not?**

**That is the
question.**



To consider:



Why?

What is the motivation behind opening the satellite office?



How?

What are the resources required?
Do you have them?

What?

How big will it be?
What services or activities will be offered there?

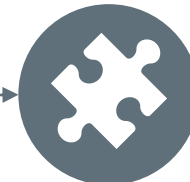


When?

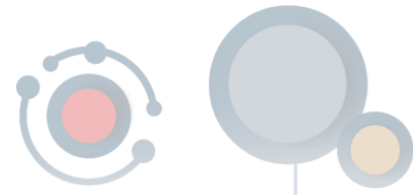
What is the timeframe for the satellite office to be fully operational?

Where?

What proximity to the English-speaking community will the satellite office be?



Why?

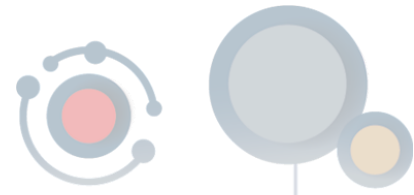


What is the motivation behind opening the satellite office?

- How did the conversation around opening an office somewhere else in your region get started?
 - Was it staff initiated?
 - Was it community member or volunteer initiated?
 - Was it funder or funding initiated?



What?

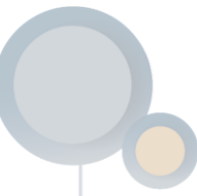


How big will it be? What services or activities will be offered there?

- How much space do you anticipate needing for a satellite office?
 - What kinds of spaces are available in your target area?
 - Are they adequate and accessible?
- What will a satellite office bring to the target area?



Where?

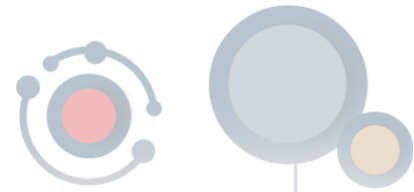


What proximity to the English-speaking community will the satellite office be?

- Are the spaces identified as adequate and accessible close to the English-speaking community?
 - Are they close to public transportation?
 - Are they near other community organizations or services?
 - Are they in or near spaces that members of the English-speaking community would want to frequent?

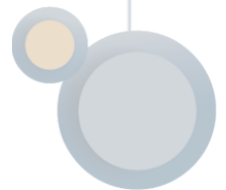


How?



What are the resources required to open a satellite office in the target area? Do you have them?

- Has your organization investigated the real costs associated with opening a satellite office in the target area?
 - Overhead (rent, utilities, insurance, etc.)
 - Staffing
 - Is there a viable pool of candidates?
 - Are your salary scales appropriate/competitive for the area?
 - Can your organization afford the costs without applying for additional funding?



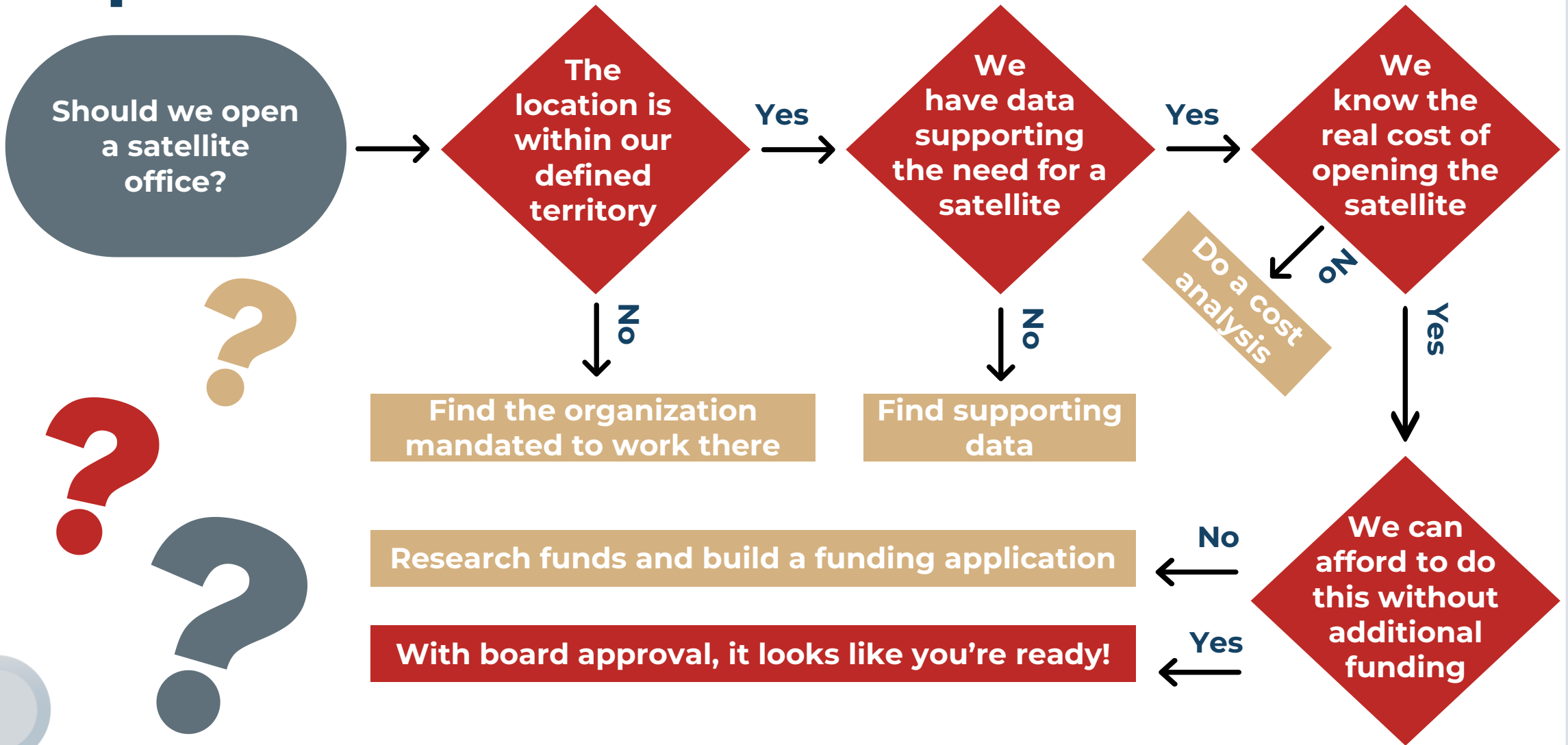
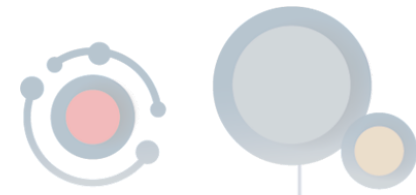
When?

What is the timeframe for the satellite office to be fully operational?

- If your organization can afford to open the satellite office without applying for additional funding, have you developed a plan for doing so?
 - Lease period
 - Moving
 - Set-up and staffing
- If your organization needs to apply for additional funding, have you developed a plan for doing so that includes the funding decision turnaround and the possibility of a lower budget or a negative response?



Yes/No Flowchart—Satellite Office Expansion





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