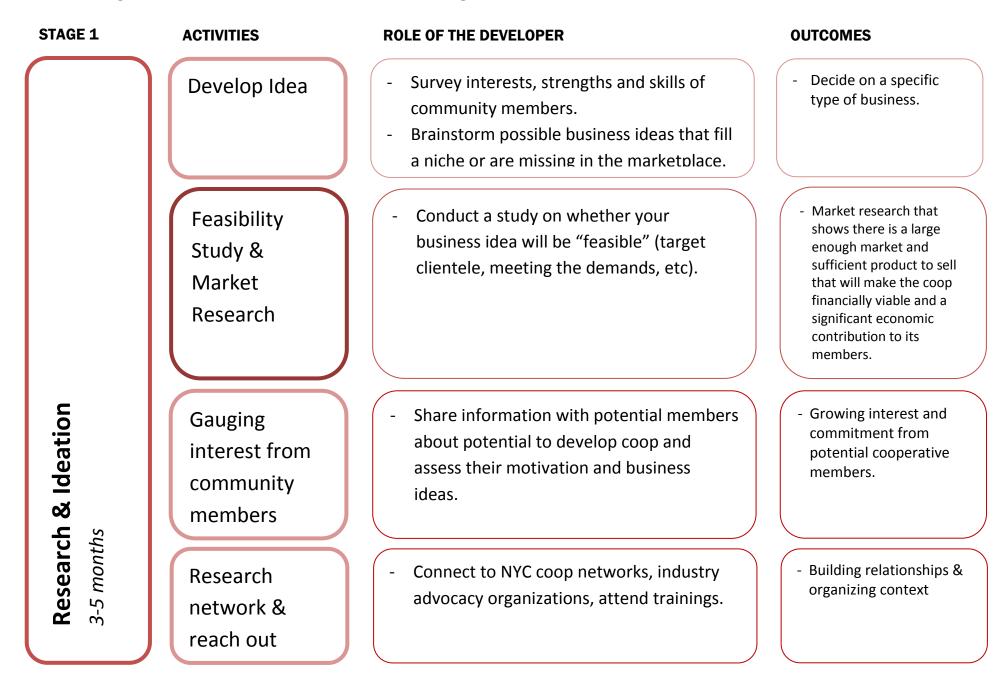
This document on "Starting a Worker Cooperative: Developmental Stages" describes four fundamental stages of cooperative development based on our model at the Center for Family Life. Although each of these activities is essential, the order is not necessarily linear and the list is not exhaustive. We recommend that organizations interested in cooperative development first think about their model, including what services and support they can provide, what decisions they will make, and what timeline they have. We encourage you to start here and make it your own!



STAGE 2	ACTIVITIES	ROLE OF THE DEVELOPER	OUTCOMES
d Business	Cooperative Training for "Founding" members	 Hold an Open House at your CBO. Provide coop training to "founding members" on coop principles, developing brand, learning basic skills for the type of service/product that will be sold, begin developing rules, etc. 	 "Founding members" receive an initial snapshot of what it's like to be in coop and what will be provided to client. Sufficient members become invested in order to launch the cooperative.
aking and	Build solidarity w/ social group work approach	 Use icebreakers, team building, group sharing, anti-oppression, organizing around shared principles 	- Coop members have unity and cohesion
nt, Decision Making	Determine how decisions will be made and by whom	 Teach consensus decision-making and discuss workings of majority vote. Assist in deciding how to approach various decisions. Emphasize one member, one vote principle. 	- Coop will have rules related to how they want to make decisions.
Recruitment, Planning 4-5 months	Create a Business and Marketing Plan	 Research the data and put together a document that specifies the aims and objectives of the coop. 	- A document that outlines all of the specifications and objections of the planned business.

STAGE 3	ACTIVITIES	ROLE OF THE DEVELOPER	OUTCOMES
Develop Business Structure and Marketing 4-6 months	Create Work Groups and Leadership Committee	 Assist in determining organizational structure, election process, determining responsibilities, and teaching accountability. 	- Have a leadership committee and other work groups formed.
	Set up Back Office of business	- Set up office and hire an office manager.	 An office is staffed and organized with appropriate protocol, and trainings are provided to office manager and members.
	Create Bylaws or Operating Agreement	- Introduce coop to attorneys, provide translation and guidance through process of decision making.	- Bylaws/OA will be completed at the end of this stage and will be used to incorporate business.
	Incorporate Business	 Support coop while working with attorneys. Assist in getting appropriate paperwork and information (i.e. EIN) 	- Become a legally incorporated LLC or Cooperative entity.
	Open Bank Account & Bookkeeping	 Assist with finding the right bank and getting signed up with a business account. 	- Have a business checking/savings account.
	Develop marketing plan and materials	 Assist in getting marketing expert support, developing materials and a website. 	 Have a brand, marketing materials designed and printed, and a website.
	Political Education Join coop & other networks	- Build community, situate coop in other movements, ongoing education, market development	 Coop has political analysis that builds unity, trust, resources within and between coops

STAGE 4	ACTIVITIES	ROLE OF THE DEVELOPER	OUTCOMES
Launching the Business 3-6 months	Marketing Campaign	 Assist group to structure publicity groups, and enforce marketing hours and strategies. Support coop in enforcing marketing skills they were taught through expert advice, assist in practicing pitch and approach with potential clients. Assist with contacting media, spreading the word. 	- Coop members are actively doing publicity, following the marketing campaign strategy and enforcing publicity requirements.
	Implement "Back office management"	 Supervise office manager, provide support and training in customer service, utilizing documents, and problem-solving when issues arise. 	 Have a high functioning "back office" that will work with members, clients, payroll (if needed), reporting, etc. Effective communication between office manager and cooperative members/office committee leaders.
	Member Development	 Provide trainings, mediation, and support as members learn more about their roles and responsibilities. 	 Continue to educate each other on product standards and client relations, management, etc.