

TOOL C. MODEL COMMITMENT LETTER

MODEL COMMITMENT LETTER: COALITION ORGANIZATIONS

Our organization, <name>, is committed to be an active member of the <name> Coalition. We are committed to the vision, goals, objectives, and strategies that have been and/or will be decided by the coalition. We are committed to the planning and collaboration that such coalitions undertake and understand that it will take time. We acknowledge the contributions and expectations of the other members of the Coalition. Benefits of membership include: <specify - e.g., access to coalition website and its resources, educational events, connection to other members and priority populations, etc.>.

As general evidence of our commitment, we agree to do the following:

- Appoint a representative(s) to attend coalition meetings and archives
- Authorize that representative to make decisions on our behalf, except for decisions regarding _____ <specify exceptions, if appropriate>
- Read minutes, reports, and newsletters to keep abreast of coalition decisions/activities
- Disseminate relevant information to organizational members or employees through listservs, websites, and newsletters
- Keep coalition informed of our organization's related activities

Specifically, our organization will commit the following resources to the coalition:

- Access to volunteers for coalition tasks
- A financial commitment for \$_____ (or dues, if appropriate)
- In-kind contributions of <specify - e.g., staff time, material resources, meeting space, refreshments>
- Connections to other key organizations/individuals _____ (specify)
- Other (specify) _____

Name of Organization: _____

Name of Representative of the Organization: _____

Signature of Representative of the Organization: _____

Date: _____

Adapted from CoalitionsWork (http://coalitionswork.com/resources/publications/coalitions_and_partnerships_in_community_health/)