

MEETING CHECKLIST:

- Customize template letter of introduction and send
- Call for appointment (several days after letter is sent)

1) Decide who will participate and why

2) What to bring

- Confirm appointment
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- Prepare presentation

1) Gather organizational information

2) Gather local indicator data/priorities

3) Complete a planning worksheet to help identify what the sector/organization is already doing, what working with your coalition can do for the sector/organization, and suggest activities/initiatives that you can do together.

- Hold meeting

- Follow up with a thank you

Subsequent meetings and partnership agreements

This toolkit includes sample and template materials that will help your coalition formalize partnerships with the organizations you visit. The Membership Commitment Form collects contact information for the organization to allow regular updates and offers a less formal agreement, outlining potential collaboration. The Memorandum of Understanding outlines specific actions the coalition and partner organization will complete. You may choose to use one or both of these documents, depending on the partnership, or to design your own collaborative partner form.

When the agreements are signed and activities are beginning, make sure that you announce the new partnership through local media and, if available, your coalition's Web site. A sample press release is provided in the right pocket.

CADCA is interested in tracking participation from our national partners' local affiliates. Please let us know about your coalition's success in fostering new partnerships.

Send feedback to: CADCA National Coalition Institute
 Attn. Dissemination and Coalition Relations
 625 Slater's Lane, Suite 300
 Alexandria, VA 22314
 or e-mail sstine@cadca.org

This checklist and all other materials in the toolkit are available for download from the CADCA National Coalition Institute's Web site:

<http://www.coalitioninstitute.org/StrengtheningPartnerships/StrengtheningPartnershipsHome.asp>