

APPENDIX 4

SAMPLE LETTER TO A COLLABORATIVE TASKFORCE INVITEE

Dear Greg,

We are writing to ask you to join us and other community groups to start a taskforce on disaster preparedness. You and your agency provide important services and expertise to this community, and your involvement in the taskforce would be invaluable.

Our organizations work to support families, youth, and adults who have lost their housing. The school district's Homeless Education Program provides mental and physical health support, meals, and after-school mentoring and tutoring to homeless students. The Salvation Army shelters 42 adults every night, in addition to providing meals and case management services. And the Jewish Community Center runs an employment and legal aid program that serves hundreds of youth and adults every month. Other programs invited to build this taskforce provide many other services, such as daycare, clothing, and transitional housing.

Yet, our programs cannot be prepared adequately to respond to a disaster or meet the needs of homeless individuals in our community unless we work together. We hope that a community taskforce can help our agencies and our clients meet their goals by leveraging our resources and influence and providing more seamless, holistic services for our clients. We can have a bigger impact together than alone.

We envision that, as a group, the taskforce will prioritize the needs of our community and establish goals for our collaboration together. We hope you will be able to attend an introductory meeting on Wednesday, October 14, at 7:00 p.m. to start the conversation. The mayor's office has offered us the use of their meeting room, and we will provide refreshments.

We are looking forward to seeing you on the 14th and beginning our work together!

Sincerely,

Superintendent
Rabbi
Salvation Army Director