

Attachment 3

CBO Verification Letter

[Letterhead]

<Salutation> <First Name> <Last Name>

<Organization Name>

<Address>

<City>, <State> <ZIP>

<Date>

Dear <Salutation> < Last Name>:

The Interagency Coordinating Committee for the Prevention of Underage Drinking, led by the Substance Abuse and Mental Health Services Administration (SAMHSA), is once again planning to host Underage Drinking Prevention: Town Hall Meetings to raise awareness of underage drinking issues. We are asking States and communities to join our efforts by coordinating and conducting a Town Hall Meeting event locally. This event can help the community learn about the dangers of underage drinking, the importance of preventative steps for youth, and other steps the community can take to prevent underage alcohol use. We are asking for Town Hall Meetings to be held during April, Alcohol Awareness Month.

The Underage Drinking Prevention: Town Hall Meetings are part of a national effort to increase understanding and awareness of underage drinking and its consequences, and to encourage individuals, families, and communities to address the problem. Town Hall Meetings were designed to give local communities the opportunity to come together to learn more about the latest research on underage drinking, hear about its impact on both underage drinking individuals and the community at large, and to discuss evidence-based community strategies to prevent underage alcohol use.

<Recommender>, <Recommender Org> has recommended your organization to receive a <Scholarship> scholarship to organize at least one Town Hall Meeting in your community. To help you prepare for this event, we have enclosed an overview describing your responsibilities should you choose to host this event. In addition, we will be providing your organization with this year's lesson plan, resource materials, and technical assistance. Following is an overview describing your responsibilities.

***For the Underage Drinking Prevention: Town Hall Meetings, a recommended organization will:***

- Coordinate a community Town Hall Meeting on, or as close as possible to, <DATE>. To the extent possible, involve representatives from the entire community, including education, substance abuse prevention and other health entities, justice/law enforcement, local government, and business.
- Follow up after the Town Hall Meeting with other short- and long-term activities and programs that provide a continued emphasis on preventing underage drinking in the

community. (Examples will be provided in the Underage Drinking Prevention: Town Hall Meetings Planning Guide.)

- Submit a brief followup report on the Town Hall Meeting and the community's plan for other activities to prevent underage alcohol use.
- Submit the Town Hall Meeting feedback form.

***Each community-based organization will be provided with:***

- A <Scholarship> scholarship.
- Specific lesson plan, including suggested activities and materials.
- Underage Drinking Prevention: Town Hall Meetings Planning Guide (consisting of important information on how to plan a Town Hall Meeting), a facilitator's guide, handouts, a CD with information from the Planning Guide and a PowerPoint presentation, and a DVD that can be used as part of the Town Hall Meeting.
- Certificates of recognition for the community-based organization's coordinators.

For additional information about the Town Hall Meetings, a look at some of the 2006 activities and Town Hall Meeting materials, please visit the Stop Alcohol Abuse Web site at <http://www.stopalcoholabuse.gov> .

We look forward to your participation in this important event. Please confirm your organization's participation by close of business on <DATE>, by completing the Participation Confirmation Form online at <http://www.stopalcoholabuse.gov/townhall/hold.aspx>. When submitting your information online, you will be asked to log in. Please use the following information to log in:

Username: <Username>

Password: <Password>

You also may complete the form at <LINK> and return it by fax or e-mail to [stopalcoholabuse@shs.net](mailto:stopalcoholabuse@shs.net). (Please note: If the link referenced in the previous sentence wrapped to the next line, you will need to cut and paste the entire link into your browser.) Confirming your participation online will expedite our processing. You may choose to fax or e-mail your confirmation, but not both.

Should you have questions, concerns, or comments, please call us at <PHONE NUMBER> or e-mail us at [stopalcoholabuse@shs.net](mailto:stopalcoholabuse@shs.net).

Thank you in advance for your contributions to the Underage Drinking Prevention: Town Hall Meetings to prevent underage drinking.

Sincerely,

NAME

TITLE

cc: <Recommender>