

Attachment 6

Registration/Confirmation of Participation Email

From: info@stopalcoholabuse.net [mailto:info@stopalcoholabuse.net]  
Sent: <Date>  
To: <Email address/Name>  
Subject: Register Now for <Year> Town Hall Meetings

<Date>

<Name>

<Organization Name>

<Address>

<City, State, Zip>

I am pleased to inform you that the Substance Abuse and Mental Health Services Administration (SAMHSA), a member of the Interagency Coordinating Committee on the Prevention of Underage Drinking, is supporting another round of Town Hall Meetings in spring <Year>. More than <#> Town Hall Meetings were held in <Year>; the goal for <Year> is to have more than <#> meetings held as an effective way to raise community awareness and encourage action in preventing underage drinking. Because your organization successfully conducted a Town Hall Meeting in the past, we are again asking you to participate as a meeting host. We are offering a stipend of <\$> to help defray the expenses related to planning a meeting.

SAMHSA requests that Town Hall Meetings be held the week of <Date>, if feasible, to kick off the Nation's observance of Alcohol Awareness Month in April. To help you prepare, please visit our enhanced Town Hall Meeting Web page at <http://www.stopalcoholabuse.gov/TownHallMeetings/>. This page will serve as the central communications platform for Town Hall Meetings and contains materials to aid planning and implementation. The Community Briefing Prevention Toolkit: Town Hall Meetings is a step-by-step guide to hosting a Town Hall Meeting. The Surgeon General's Call to Action To Prevent and Reduce Underage Drinking, the accompanying Guides to Action for Communities and Families, and other helpful underage drinking prevention materials also are available on the page. New tools will also be added to the page soon.

Below are SAMHSA's key expectations for organizations agreeing to host a spring <Year> Town Hall Meeting on underage drinking prevention:

- \* Host one or more Town Hall Meeting during, or as close as possible to, the week of <Date>.
- \* Involve as many different community stakeholder groups as possible in your meeting. These groups include youth, parents and caregivers, educators, substance abuse prevention specialists and other health professionals, justice/law enforcement officials, local government officials, and representatives of faith-based organizations and local businesses. We encourage you to include youth in planning and conducting the meeting.
- \* Follow up your Town Hall Meeting with short- and long-term activities and programs that will continue to emphasize community action to prevent underage drinking.
- \* Document your Town Hall Meeting and planned follow-up activities by completing an online survey. Information to access the online form will be provided by SAMSHA within one week following your THM event.

- \* Participate in ongoing discussions with other communities within your State on prevention activities that are being planned as a result of the Town Hall Meetings.

Please confirm your organization's participation by close of business on <Date>, by completing the Participation Confirmation Form online at:

<http://www.stopalcoholabuse.gov/TownHallMeetings/mytownhall/>

When submitting your information online, use the following information to log in:\*

Username: <TBD>

Password: <TBD>

We recommend that you change this username and/or password to something easier to remember after your initial log in.

To receive your planning stipend, please complete and submit the W-9 form, accessible at [http://www.stopalcoholabuse.gov/TownHallMeetings/THMW\\_9Form.pdf](http://www.stopalcoholabuse.gov/TownHallMeetings/THMW_9Form.pdf), by fax to (240) 559-0968. We will send you a check after we verify the information provided. Please be sure to enter your organization's Federal Tax identification number on the W-9 form.

Should you have questions or comments, please call the Town Hall Meeting information line at 240-747-4980 or email us at [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net)<<mailto:info@stopalcoholabuse.net>>.

Alcohol is the substance of abuse most widely used by adolescents. By convening a Town Hall Meeting, members of your community will have the opportunity to discuss underage drinking and its consequences and how their community can unite around prevention. Thank you in advance for contributing to this nationwide effort to organize <Year> Town Hall Meetings to prevent underage drinking.

Sincerely,

<Name>

<Title>

<Organization>

\*NOTE: If you received more than one email, you are identified as the point of contact for more than one organization that has held Town Hall Meetings. You can log-in with the unique username and password assigned for all organizations in which you serve as the point of contact. The confirmation of each participating organization is requested for each email received. Failure to respond to each of these emails could result in delays in the processing of your organizations' stipends.