

Attachment 7

Invitation To Participate E-Mail

**From:** <Contracting Officer Representative>

**Sent:**

**To:**

**Subject:** SAMHSA Invites You To Host a <Year> Town Hall Meeting

Dear <Name of community-based organization contact>:

On behalf of the Substance Abuse and Mental Health Services Administration (SAMHSA) and its Underage Drinking Prevention Education Initiatives, I am inviting you to host a <Year> Town Hall Meeting to prevent underage drinking. SAMHSA, as the lead agency for the Interagency Coordinating Committee on the Prevention of Underage Drinking, has sponsored these events every 2 years since 2006 as a way for communities to learn more about preventing this public health problem. Our theme for the <Year> Town Hall Meetings is <Theme> to emphasize that the goal of these events is to promote community actions that will achieve measurable results.

Your state/territory National Prevention Network member has recommended that <name of community-based organization> be invited to participate and be eligible for a <\$XXX> planning stipend. We also are providing free online resources for planning, promoting, and conducting a successful meeting at our enhanced [Town Hall Meeting Website](#). SAMHSA's key expectations for organizations agreeing to host a <Year> event are as follows:

- Conduct one or more Town Hall Meeting(s) on underage drinking prevention, preferably in March or April (April is Alcohol Awareness Month).
- Enter your event details in our online registration database, which will automatically include your event in our interactive Town Hall Meeting state map and locator map.
- Involve as many different community sectors as possible in your event. We particularly encourage youth involvement in planning and conducting a Town Hall Meeting.
- Document your Town Hall Meeting and planned followup activities by completing the online Organizer Survey after your event is held. A link to the survey will be provided to you later.

We ask that you confirm your participation within **10 business days** from the date of this message, through our registration database using your unique URL.

<Insert URL.>

Please join this national grassroots effort to prevent underage drinking. Should you have questions or comments, call the Town Hall Meeting information line at 866-419-2514 or e-mail us at [info@stopalcoholabuse.net](mailto:info@stopalcoholabuse.net).

Sincerely,

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Contracting Officer Representative, Underage Drinking Prevention Education Initiatives  
SAMHSA