

Membership Recruitment Packets

When contacting prospective coalition members, it is helpful to provide a packet of information that will familiarize them with the coalition.

Recruitment packets should include:

- A fact sheet or brochure that provides information about the coalition including its history, vision and mission statements, funding sources, etc.
- Materials that highlight the coalition's focus (Relevant statistics, coalition newsletter or other local newspaper articles, brochure or information sheet on the specific drug or health issue of concern, etc.)

Two sample information sheets are included on the CD:

What can a Meth Prevention Coalition do?

What can an Underage Alc. Use Prevention Coalition do?

- Calendar of Coalition meetings and events
- Membership Organization Chart (includes a listing of committees)
- Member Job Description
- Contact information for the Coalition Chair
 - The person providing the packet might also offer to answer questions and add a personal business card to the packet.

Additional items that can be added to the packet if desired:

- A letter from the Coalition Chair or a member from a specific sector such as the Mayor, Chief of Police, School Administrator, Medical Director, etc. extending a welcome
- Membership List
- Membership Agreement
- Guiding Principles/ By-Laws
- Strategic Plan or Logic Model for the Coalition
- Introduction to CSAP's Strategic Prevention Framework
- Additional resources
- Previous Agendas/ Minutes