

January 12, 2012

Dear RICHERS Network Member,

My how time flies when you're having fun! In this third and final year of our RICHERS grant we want to have one more opportunity for RICHERS family and friends to get together face to face. Instead of the state RICHERS team, this year it's on you! We want to support your local RICHERS Network community meetings and help bring more community based organizations together.

The RICHERS 2012 community meetings will offer you the chance to host and facilitate your own RICHERS community meeting and receive up to a maximum host honorarium of \$900. This is not a grant but it's support to get your new meeting started or continue an existing one. In addition to the honorarium we will also offer technical assistance to increase your resources and outreach in the community. Unfortunately this is not applicable to our state/government partners due to specific rules and regulations. However, everyone else is encouraged to apply!

How do you get started?

Complete the attached 2012 Community Meeting packet. You may return these forms to RICHERS@NCHealthyStart.org or you may fax it to ATTN: RICHERS at 919-828-1446. Deadline for all submissions is Tuesday, January 31st.

Don't miss out! Local RICHERS networks are taking action across North Carolina in 2012!

If you have any questions, please don't hesitate to contact us at 919-828-1819 or RICHERS@NCHealthyStart.org.

Sincerely



Ava Crawford

RICHERS Project Coordinator



Aldesha Gore

RICHERS Project Assistant

Please complete and return your form
by **January 31, 2012** to
RICHERS@NCHealthyStart.org or via
fax to ATTN: RICHERS at 919-828-1446.

2012 Community Meeting Host Confirmation Form

We appreciate your interest in hosting your own RICHERS 2012 community meeting. As confirmation, please complete the following:

I, _____, will host and facilitate a RICHERS community meeting scheduled for _____, 2012 in
Your Name Month, Day
 _____ County. I understand that I am responsible for the following:
County

- **Completing and returning RICHERS community meeting confirmation and host forms**
- **Determining and scheduling meeting date and time**
- **Locating and securing meeting site**
- **Ordering food and refreshments for meeting**
- **Promoting RICHERS and National Women’s Health Week**
- **Promoting and recruiting diverse community-based organizations**
- **Documenting and tracking all registrations**
- **Securing supplies and/or copies needed for meeting**
- **Creating meeting agenda**
- **Submitting documentation to NC Healthy Start Foundation’s RICHERS Team (ie receipts and other meeting forms)**
- **Participating in at least 2 RICHERS Community Meeting Host conference calls with RICHERS Team**

Furthermore, by signing my name below, I with the inclusion of my organization am confirming and agreeing to all the information provided above.

Your Name and Date

Your Signature and Date

RICHERS Project Coordinator

Date

Please complete and return your form
by **January 31, 2012** to
RICHERS@NCHealthyStart.org or via
fax to ATTN: RICHERS at 919-828-1446.

2012 Community Meeting Host Form

CONTACT INFORMATION

Your Name: _____ Organization: _____
 Address: _____
 Telephone: _____ Email Address: _____
 Fax: _____
 Supervisor's Name: _____ Telephone: _____
 Email address: _____

MEETING LOCATION

Organization/ Facility: _____
 Address: _____
 County: _____ Room # or name: _____
 Max. Room Capacity: _____
 To reserve this room you must pay a fee? **YES NO** (please circle which applies)
 If yes, please specify amount. \$ _____

YOUR MEETING

Please note: Your meeting date must be within the months of March – July 2012.

I. WHEN:

Meeting date: _____ Meeting start time: _____

To prevent duplicate dates, please provide an alternate date in the space provided.

Alternate Meeting date: _____ Alternate Meeting start time: _____

II. PURPOSE OF MEETING

The theme of your meeting (please circle one). **Checkup Challenge** **General Health History**
Reproductive Health **Emotional Health** **Family Health** **Healthy Living**

Meeting goal/objectives: _____

III. OTHER LOGISTICS

Have you conducted a meeting with this group before? **YES NO**

Are you currently receiving funding for this meeting? **YES NO**

If so, please explain/ list entities funded. _____

Name of Meeting/Group: _____

How many participants do you expect to attend this meeting? _____

Name of caterer: _____

Caterer address: _____

Telephone #: _____ Website: _____

2012 Community Meeting Host Form Continued

IV. BUDGET

Please provide a meeting budget. List each expense separately (group into categories, if appropriate), the unit cost, the total expense for each item and the total budget. Please note that meeting host honorarium is up to a maximum of \$900. Additionally, all food (lunches) must be within the state rate of \$10.45 per person. Attach a separate page if necessary.

Purpose: To encourage community based partnerships and collaborations to take action. To provide support to local RICHERS organizations that agree to host/conduct a local RICHERS community meeting in 2012 reaching at least 10 participants from diverse community based organizations for women's health. To promote national women's health week campaign.

Example: RICHERS 2012 Community Meeting Support

Expense	Cost (\$)	Total Expense	Justification
1. Room rental	\$100.00	\$100.00	Meeting space for 20 people
2. Food/refreshments	lunch @ \$10.45 x 15 participants	\$156.75	Food for participants during mtg. over 2 hours
3. Supplies/copies	6 x 15 participants x .60 each	\$100.00	Materials on women health topics, mtg. worksheets/ handouts & other basic mtg. supply needs
4. Guest speaker/presenter honorarium	\$100.00	\$100.00	Guest speaker for meetings
5. Newspaper ad, promotion	\$100.00	\$100.00	Support promotion of RICHERS Community mtgs. & National Women's Health Week locally
6. Travel reimbursement	.55 per mile or up to a maximum of \$15.00 for 15 participants per mtg.	\$225.00	Participant support because travel expense is a barrier for organizations in this economy
7. Host honorarium	\$100.00	\$100.00	Host support for promoting, planning, recruiting and facilitating a RICHERS community meeting in their area
Total RICHERS 2012 Community Meeting Budget		881.75	

Thank you for completing the 2012 Community Host Form!
We appreciate your dedication to helping women and children in your community.