

Guidelines for Letters of Support from the Coalition

- 1) Written/electronic request for TCCC letter comes to Coalition Coordinator. Coordinator informs Requestor that there is a one-week turnaround time for Executive Committee review.
- 2) Coordinator asks Requestor to submit program information for Executive Committee review.
- 3) Coalition Coordinator forwards request/program info to Executive Committee for review.
- 4) Executive Committee reviews requesting program for the following criteria:
 - Are clearly defined program narrative, goals, objectives, measurements provided?
 - Can the Requestor demonstrate the ability to implement project—do they have the resources?
 - Does proposed program staff have appropriate credentials/qualifications/experience?
 - Does the Requestor's program support the strategies, goals and objectives of the Texas Cancer Plan?

Requestor must submit material (two-page limit) for Executive Committee review that addresses the criteria listed above. If necessary, Requestor will be contacted for additional information.

- 5) Support letter is approved or rejected by Executive Committee within one week.
- 6) Three Executive Committee members plus the Chair are needed for approval. If approved, the Executive Committee notifies Coordinator to draft form letter on Coalition letterhead containing the Chair's electronic signature. If further discussion is warranted, an Executive Committee conference call will be scheduled.
- 7) Coordinator sends support letter and copy goes to Support Letter folder for documentation.
- 8) If rejected, Executive Committee notifies Coordinator to draft appropriate message. Copy goes to Support Letter folder for documentation.