**AmeriCorps Contract – Disaster Preparedness, Response, Recovery or Mitigation**

**Sample Letter of Acknowledgement**

Partner Organization Name

Address

City, State Zip

Date

AmeriCorps Program Director or ED Name

AmeriCorps Program Name

Address

City, State, Zip

Dear AmeriCorps Program Director-ED Name

Thank you for meeting with me to discuss our relationship as a partner with our disaster plan

(disaster preparedness) efforts. The letter documents our respective responsibilities. Partner Organization Name will provide:

1. Opportunity for the AmeriCorps program to serve in a support capacity as detailed below.

2. Orientation and training to the AmeriCorps members for the roles they will serve.

3. Organizational support (tools, materials and/or facilities) and supervision for the performance of duties detailed below.

4. Regular communication to coordinate the training and utilization of AmeriCorps program

support.

5. (consider if insurance or liability coverage is needed)

6. (other items as needed)

AmeriCorps Program Name will provide:

1. AmeriCorps program members, staff and volunteers, as available, to a.

b. c. d.

2. AmeriCorps members, staff and volunteers support and supervision for the performance of duties detailed above.

3. Regular communication to coordinate the training and utilization of AmeriCorps program support.

4. (other items as needed)

Thank you for your partnership and support of our efforts to

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through strong relationships like ours that we are better prepared for disasters and ultimately better able to serve our community.

Sincerely,

Partner Organization CEO-ED Partner Organization Name