**Your Name**:
**Mailing Address** (include Address, City, State, and Zip Code):

**Phone**:

**Email**:

**Title/Organization** (if applicable):

Dear Advisory Group member, December 17, 2020

COACH (Collaborative Opportunities to Advance Community Health) is a cross-sector collaborative that brings together health systems and community-based organizations to address community health needs in Greater Philadelphia. Sponsored by the Hospital and Healthsystem Association of Philadelphia, COACH is facilitated by the Health Care Improvement Foundation (HCIF).

Health systems participating in COACH have committed to advancing Trauma-Informed and Healing-Centered Practices (TIHCP) at their institutions. HCIF is convening an Advisory Group to inform this work, and is engaging Community Consultants to participate in this Advisory Group.

This letter confirms our mutual agreement that you will serve as a Community Consultant on COACH’s Advisory Group. Community Consultants commit to:

* Upholding the guiding principles and community agreement outlined in the “COACH TIHCP Advisory Group Community Agreement” document.
* Participating in 7 total Advisory Group meetings: 1 introductory session and 6 bi-monthly meetings by December 31, 2021.
* Advisory Group meetings will be 1.5 to 2 hours in length, and held on Zoom, which Community Consultants must be able to access. COACH facilitators will send prep materials before and follow-up after.
* We will pick meeting times based on when the majority of Advisory Group members are available. If you can’t join a meeting, we will try to find another way for you to participate (e.g., by having a separate check-in with the facilitators), but we can’t guarantee that we will always be able to find an alternative way of participating.
* For each meeting you participate in, you will receive a $100 Visa gift card for your time and effort. Gift cards will be postmarked within two weeks following each meeting date to the address you provide.

Please indicate your agreement by signing in the space below. We’re looking forward to having you on board the Advisory Group!

Sincerely,

Wendy Nickel

President, Health Care Improvement Foundation

Cc: Susan Choi, PhD, Senior Director, Population Health, HCIF

Kelsey Salazar, MPH, Project Manager, Population Health, HCIF

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_