

Healthy St. Mary's Partnership
Policy – Letter of Support

- I. Purpose: To provide a means for Healthy St. Mary's Partnership (HSMP) to consider and process requests for letters of support (LOS) for HSMP member organizations applying for funding opportunities.
- II. History
 - a. HSMP serves as the Local Health Improvement Coalition of St. Mary's County
 - b. Through Action Teams, HSMP works to address priority health issues that impact St. Mary's County
- III. Process
 - a. Requests for LOS are forwarded to Co-Chairpersons of appropriate/relevant action teams.
 - b. Co-Chairpersons submit the request to their respective action team members either electronically or as a meeting agenda item.
 - c. Action Teams vote to recommend either approval/disapproval of the request and can request further discussion of the request if desired
 - d. LOS requests and Action Team members recommendations are forwarded to the HSMP Steering Committee for final review and determination
 - e. Steering Committee decisions are final
 - f. The HSMP Co-Chairs are co-signatories of all LOS
 - g. Requests for LOS requires 14 days minimum to process
 - h. This Policy is published on the HSMP website