



Safe Communities America

Accreditation Application Packet 2017

SAFE COMMUNITIES AMERICA **ACCREDITATION PACKET**

The Safe Communities America Accreditation Application Packet includes the application as well as guidelines that provide detailed information on what to include in each section of the application. Please review the entire packet before getting started. Each community must complete and sign the **Application Checklist** and submit it along with the final application. Every component outlined in the application must be included for an application to be complete. If you have questions or need assistance, please contact scainfo@nsc.org.

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Safe Communities America

The Safe Communities model is a long-standing, coalition-based approach to reducing injuries and deaths. It works through engaging local partners who care about safety, using data to identify leading causes of injury, making a plan to address the issues using proven methods and measuring progress.

Accreditation Overview

Safe Communities America (SCA) is an accreditation program of the National Safety Council that supports and recognizes communities across the US committed to improving safety at the community level.

Upon accreditation with SCA, communities gain opportunities to engage with international partners as part of the [Pan Pacific Safe Communities Network \(PPSCN\)](#). The PPSCN engages local partners that care about safety in order to reduce injuries and save lives, thereby broadening the Safe Communities impact worldwide.

Fees

The application fee is **\$1,500**, due once a letter of intent is submitted.

- There is no annual fee
- The fee for re-accreditation is \$1,200, submitted every five (5) years

Communities will also support the travel and accommodation costs for:

- Two (2) Reviewers during Site Visit
- One (1) Safe Communities staff person during Accreditation Ceremony

Re-accreditation Requirements

Communities that meet all of the following criteria will not require a site visit:

- Attend Safe Communities Network Meeting
- Complete Annual Reports
- Submit steering committee/coalition meeting minutes annually
- Evaluate coalition-supported initiatives

A site visit will be required if:

- A site visit has not been conducted in over 10 years
- New coalition leadership within the past 5 years

Steps in the Accreditation Process

- 1. Pre-application.** Communities assess their readiness, begin coalition building and submit a letter of intent.
- 2. Application.** Communities submit their application within 12 months of submitting a letter of intent. On-going technical assistance and support is available.
- 3. Review.** All applications have an internal cursory review and an external review conducted by certified Safe Communities America and international reviewers.
- 4. Site visit.** Reviewers conduct a site visit, prepare a community report and provide a recommendation for accreditation.
- 5. Accreditation ceremony.** Community hosts a ceremony recognizing the community accreditation within 8 weeks of the accreditation decision.
- 6. Post accreditation.** Communities receive tools to build awareness for their community coalition. Communities should plan to attend quarterly network calls and an annual meeting.

Communities Seeking Re-Accreditation

Re-accreditation occurs every five years. Safe Communities America will initiate the process of re-accreditation by notifying your community of its need to re-apply.

The community coalition's primary contact will receive notification via email approximately six months before the accreditation expires.

Communities seeking re-accreditation are required to submit a letter of intent to scainfo@nsc.org. At the time the letter is submitted, communities will be invoiced the \$1,200 application fee.

If a community cannot meet the Safe Communities America re-accreditation deadlines, you may request, in writing, a one-time extension of your current accreditation term. While a community will continue to be accredited during the period of extension, the fee will increase to \$1,500. If a community cannot meet the four month extension, accreditation will expire.

If you have any questions during this process, please contact scainfo@nsc.org. All communities moving toward accreditation must contact SCA staff.

FREQUENTLY ASKED QUESTIONS

Is financial assistance available?

While the Safe Communities America program does not currently offer financial assistance to apply for accreditation, the program staff actively seeks funding opportunities to support the work of accredited communities.

If your community is considering accreditation but currently does not have adequate funding to apply, we encourage you to reach out to local partners, businesses and community members.

How long does it take to review an application?

A typical application review period is 4-6 weeks. This time frame does not include the cursory review by Safe Communities America or the site visit. Program staff will be able to provide a more accurate time frame once an application is submitted.

Please note that depending on the number of applications already submitted for accreditation in process, the time frame may vary.

How do I contact SCA staff for questions?

Please email any inquiries to scainfo@nsc.org and we will respond as soon as possible.

Can we speak to other accredited communities?

Yes, we encourage applicants to engage with accredited Safe Communities. They can provide their experience with the application and accreditation process as well as what it means to be an accredited community.

To connect with an accredited Safe Communities please email scainfo@nsc.org.

How long does a community have to apply after submitting their letter of intent?

Communities have one (1) year to submit their application, following the submission of their letter of intent.

Section 1: Contact information

List two key contacts during the application process.

Name and title:	Name and title:
Organization:	Organization:
Mailing address:	Mailing address:
E-mail:	E-mail:
Phone:	Phone:

Section 2: Community Description

Describe your community: (maximum 2 pages, may include pictures)

- Describe your community’s history and what makes your community unique.
- Why is your community seeking a Safe Communities accreditation?
- Who in your community (person/agency) is taking the lead in organizing this effort? Why?

Section 3: Criteria to Be a Safe Community

- I. Sustained collaboration**
- An infrastructure based on partnership and collaboration representing a cross section of community leaders and organizations committed to community safety and well-being.
- A. Name of the coalition
 - B. Members, their organizational affiliations and email address
 - C. Organizational support
 - D. Date the group formed
 - E. Meeting notes
 - F. Mission Statement
 - G. Communications Strategy
- II. Data Collection and Application**
- What does your local data tell you about injuries and safety and how is the coalition applying the data to set goals?
- A. Community demographics
 - B. Injury data
 - C. Data summary table
 - D. Data source
 - E. Project goals
 - F. How will the data be used in the development of new strategies?

Section 3 (CONTINUED)

III. Effective strategies to address injuries

Coalition-supported strategies should be promising or evidence-based and fall within six areas: Traffic safety (e.g., pedestrian, bike, distracted driving, teen driving, child passenger safety); Falls; Substance abuse/misuse; Workplace safety; Violence and suicide and Emergency Preparedness. Include current activities and plans for the future.

Include at least three coalition-supported activities. Use the table below to outline your strategies. See example in Application Guidelines on page 11.

Injury Area:						
Project Name	Project Goal	Project Description	Is this promising or evidence-based? Include source.	Target Group (age, gender, vulnerable population)	Project Length	Partners

IV. Evaluation methods

Document how coalition-supported activities are being measured. This table must include evaluation methods for the three initiatives listed under “Effective strategies to address injuries”. See example in Application Guidelines on page 12.

Activities	Outcomes	Length	Indicator(s)	Method	Result
What did you (or will you) do?	What does success look like?	Short, intermediate or long term outcomes?	What did you (or will you) measure?	How did you (or will you) measure it?	What did you find? (if applicable)

Section 4: Community Inventory of Safety and Injury Initiatives

Include an audit of all the injury-related programs, policies, and practices available in your community. This audit will provide your community with a broad view of all the activities occurring in the community, identify duplicated efforts, and encourage cross collaboration between agencies. List all initiatives by the **six injury areas** and include the **initiative name** and **target population**.

See example in Application Guidelines on page 12.

Formatting & Submission

Please review the following guidelines before you begin the application. Applications must use 12-point, Arial font, single-spaced. If there are questions at any point during the application process, feel free to contact scainfo@nsc.org.

Section 1: Contact Information

List the two key contacts Safe Communities America staff and reviewers will work with during the application process. Contacts should be leaders within the coalition who have been involved with the coalition development and can include the coalition chair or a representative from the lead agency.

Section 2: Community Description

Describe your community: (maximum 2 pages, may include pictures)

- **Describe your community's history and what makes your community unique:** This section should include a brief summary describing key features and interesting facts about your community (city, village, university/college, county, or region).
- **Why is your community seeking a Safe Communities accreditation?**
- **Who in your community (person/agency) is taking the lead in organizing this effort? Why?** Describe the organization and the benefit of this organization taking the lead for the Safe Communities coalition.

Section 3: Criteria to Be a Safe Community

I. Sustained collaboration

An infrastructure based on partnership and collaboration representing a cross-section of community leaders and organizations committed to community safety and well-being.

A. Coalition Name:

Provide the official name of your Safe Community coalition; for example "Anytown Safe Communities Coalition"

B. Member names, their organizational affiliations and email address:

Provide the names, organizational affiliation and email address of all coalition members. *Use Appendix A.*

Note: Accredited coalitions will provide an updated list of members each year as part of annual reporting. Member names that appear on **Appendix A** agree to the goals of the coalition and play a role in the larger coalition, steering committee or task group.

Provide an organizational chart of your coalition structure. See **Appendix B** for a sample organizational chart. If your coalition plans to have regular leadership change, please describe the sustainability plans.

Section 3: (CONTINUED)

C. Organizational support:

Please provide at least two letters of support from partnering community agencies and leaders. Letters of support should note specific ways a particular agency/individual is supporting the application and accreditation (e.g. financial support, providing meeting space, appointing persons to sit on task force or steering committee, providing in-kind support for data analysis or web support). See **Appendix C** for a sample letter.

D. Date the group formed:

The date of the first official meeting, once a community decided to seek Safe Communities accreditation, where key stakeholders met to develop a plan for the coalition and accreditation.

E. Meeting notes:

Submit all meeting notes between the time the community submitted the letter of intent and application submission. See **Appendix D** for a sample template.

F. Mission statement:

Include a mission statement for the overall coalition. Members who join the coalition are agreeing to help advance the mission.

An example of a Safe Communities mission statement is: *To enhance the safety, health and quality of life of visitors and residents of our community.*

Visit the nsc.org/SCAresources for additional assistance in developing a mission statement.

G. Communications strategy:

Describe how your coalition communicates and shares information within the coalition, with the community, and outside its borders. This can include, but is not limited to, sharing information through conferences, email blasts, social media and/or letters to the editor of local newspapers.

II. Data collection and application

What does your local data tell you about injuries in the community and how is the coalition applying the data to set goals? Include the most recent data available.

A. Community demographics:

Include gender, age, race, education, economic status/poverty level, educational attainment, employment status for the most recent year available.

B. Injury data:

Document injuries and fatalities based on age, race and gender for the most recent years available. Injury data should include percentages and rates. **See example table on page 9.**

C. Data summary table:

Based on the injury data outlined in **Section II-B**, provide summary statements of injury trends, over time, in your community. Include summary statements for the six injury areas: Traffic safety (e.g., pedestrian, bike, distracted driving, teen driving, child passenger safety); Falls; Substance abuse/misuse; Workplace safety; Violence and suicide; Emergency Preparedness and any additional coalition priority areas. The data you provide in this summary should align with your coalition's goals and initiatives. **See sample table on page 9.**

Section 3: (CONTINUED)

II. Data collection and application (CONTINUED)

Sample Data Table by Injury Area, Demographic

The table below is an ideal representation of data by injury type, with the injury rate presented for various demographics during a five-year period.

Falls Rate (per 100,000)	2015	2014	2013	2012	2011
Age					
<5	32.47	32.47	32.47	32.47	32.47
5-9	30.3	30.3	30.3	30.3	30.3
10-14	23.32	23.32	23.32	23.32	23.32
15-19	17.31	17.31	17.31	17.31	17.31
20-24	25.8	25.8	25.8	25.8	25.8
25-44	27.94	27.94	27.94	27.94	27.94
45-64	56.53	56.53	56.53	56.53	56.53
65-74	43.89	43.89	43.89	43.89	43.89
75-84	43.50	43.50	43.50	43.50	43.50
85+	42.92	42.92	42.92	42.92	42.92
Gender					
Male	50.5	50.5	50.5	50.5	50.5
Female	43.2	43.2	43.2	43.2	43.2
Race					
White	27.94	27.94	27.94	27.94	27.94
Black	56.53	56.53	56.53	56.53	56.53
Asian/Pacific Islander	43.89	43.89	43.89	43.89	43.89
Hispanic	0.00	0.00	0.00	0.00	0.00
American Indian /Alaskan Native	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00

Sample Data Summary Table

Type of Injury	Trend
Older adult falls	In 2012, X% of older adults in the community were admitted to the hospital due to a fall. This is an increase of x% since 2010.
Motor vehicle	XX% Increase in alcohol-related crashes between 2003-2013.
Natural disaster	In 2012, a major tornado hit the community, resulting in 100 families losing their homes.

Section 3: (CONTINUED)

II. Data collection and application (CONTINUED)

D. Data source:

Describe each data source and the year the data was reported. Examples include hospital discharge data, trauma data, medical examiner, state highway safety, state public health department, US Census Bureau (city and county quick facts), police department crash data, etc.

E. Project goals:

Project goals should influence or develop public policy, change behaviors and/or build healthy communities. These goals should align with the data. Please list one goal for each coalition-supported initiative. Examples include:

Increase child restraint use in the XXX school district by 10% by 2017.

Increase the number of coalition employers implementing a no cell phone use while driving policy by 20% by 2018.

F. How will the data be used in the development of new strategies?

In this section, outline how you have used or will use the data in developing strategies. Does the coalition plan to use the data to drive its activities or will activities be planned based on other drivers? If the coalition does not use the data to drive activities, tell us why?

III. Effective strategies to address injuries

Coalition-supported initiatives should be promising or evidence-based, and fall within six key areas: Traffic safety (e.g., pedestrian, bike, distracted driving, teen driving, child passenger safety); Falls; Substance abuse/misuse; Workplace safety; Violence and suicide and Emergency Preparedness. Include current activities and plans for the future.

- Include at least three coalition-supported initiatives for the application. **See sample table on page 11 for required project information.**
- Please refer to the list of resources and programs available for evidence-based strategies here: nsc.org/SCAresources

Section 3: (CONTINUED)

III. Effective strategies to address injuries (CONTINUED)

Injury Area #1: Older Adult Falls						
Project Name	Project Goal	Project Description	Is this promising or evidence-based Include source.	Target Group (age, gender, vulnerable population)	Project Length	Partners
Tai Chi for Better Balance	Reduce falls in older adults.	Senior center based program focused on specific tai chi moves to improve balance and delivered by experienced tai chi instructors.	Yes. CDC Compendium of Effective Falls Interventions	Inactive adults 70 and older; both genders.	One year	Senior Center, local hospital

Injury Area #2: Transportation Safety						
Project Name	Project Goal	Project Description	Is this promising or evidence-based Include source.	Target Group (age, gender, vulnerable population)	Project Length	Partners
Employer Cell Phone Policy	Increase number of employers in the coalition implementing a no cell phone use while driving policy.	Work with employers to develop, implement and communicate cell phone policy.	Promising practice - Understanding the distracted brain nsc.org/SCAresources	Employers of the coalition; both genders	2 years	Employers, National Safety Council

Injury Area #3: Prescription Drug Abuse						
Project Name	Project Goal	Project Description	Is this promising or evidence-based? Include source.	Target Group (age, gender, vulnerable population)	Project Length	Partners
Prescriber education	Increase number of prescribers trained in appropriate prescribing practices.	Hold free training for prescribers in the community on safe opioid prescribing. Medical education credits will be offered.	Promising practice encouraged by SAMHSA (Objective 1.4.1): nsc.org/SCAresources	Prescribers in the county; both genders.	One year	Local hospitals, health care clinics, National Safety Council

Section 3: (CONTINUED)

IV. Evaluation methods

Document how the coalition is measuring all coalition-supported initiatives. See sample table below to report all evaluation activities.

Activities	Outcomes	Length	Indicator(s)	Method	Result
What did you (or will you) do?	What does success look like?	Short term, - intermediate term or long-term outcomes	What did you (or will you) measure?	How did you (or will you) measure it?	What did you find? (if applicable)
Examples					
Senior falls program	Reduce, by 15% emergency room visits for adults over age 70 resulting from a fall by December.	Long-term	Emergency room visits of people over 70 years old who had a fall-related injury at local hospitals.	Obtained counts of ER visits from hospital data	At 2 years, found very little decrease in the number of ER visits related to older adult falls.
Cell phone policy kit	Increase the number of employers in the coalition who implement a no cell phone use while driving policy by 50%, by 20XX.	Intermediate-term	Number of employers who implemented the kit.	Pre and post surveys of employers.	No data at this time, a pre-survey to establish a baseline is in process.
Prescriber education	Train 100 local prescribers in safe appropriate prescribing practices by 20XX	Short-term	Number of prescribers trained in safe prescribing practices	Prescriber surveys -	According to participant surveys, 86% reported they would change prescribing practices after attending NSC expert facilitated Grand Round sessions
Safety City	Train 1000 students about general safety practices by taking part in the Safety City by 20XX.	Short-term	Number of students completing safety city session.	Count of students that attended.	Met 80% of our goal as 800 students were trained within the proposed date. Next step will be to work with schools to implement safety pre and post testing to gauge a change in student knowledge.

Section 4: Community Inventory of Safety and Injury Initiatives

This section requires your coalition to conduct an audit of all the injury-related programs, policies, and practices available in your community. This will provide a broad view of all the activities occurring in the communities, identify duplicated efforts and encourage cross-collaboration between agencies.

Many local health departments may already have completed a community needs assessment. It is acceptable to work with these organizations in putting together your inventory for Safe Communities accreditation.

List all initiatives by the **six injury areas** and include the **initiative name** and **target population**. See examples below.

Section 4: (CONTINUED)

Traffic Safety

Name of initiative	Target group
Teen Safe Driver Week	Teens ages 13-19
Operation Lifesaver	All ages
Click it or ticket	Ages 16+

Falls

Name of initiative	Target group
Tai Chi for better balance	Older adults 65+
Home modification interventions	Older adults 65+

Substance Abuse/Misuse

Name of initiative	Target group
Med Drop boxes	All ages
Medical Task Force on Safe Opioid Prescribing	Clinicians

Workplace Safety

Name of initiative	Target group
Total cell phone ban while driving	Employees
Shoes for Crews	Custodians

Violence and Suicide Prevention

Name of initiative	Target group
School bullying prevention	Children 14-18 (in high school)
QPR – Question, Persuade, Refer	Healthcare providers, social workers, law enforcement, first responders, school staff

Emergency Preparedness

Name of initiative	Target group
Medical Reserve Corps	Entire community
Community Emergency Response Team (CERT)	Entire community

**APPENDIX A:
 SAMPLE COALITION
 MEMBER LIST**

Community Coalition Member List

All listed members agree to the goals of the coalition and to play a role in the coalition, steering committee or task group.

Member Name	Member Organization	Email	Type of Organization (Business/Private sector; Community member/Individual; Government; Health/Hospital; Nonprofit; Police/Fire/EMS; School (K-12); University/College)	Member Role (steering committee, task group, other)

**APPENDIX B:
SAFE COMMUNITIES COALITION
ORGANIZATIONAL CHART**

SAMPLE DOCUMENTS



APPENDIX C:
LETTER OF SUPPORT

Sample Copy

Date

Carrie Nie
Safe Communities America
1121 Spring Lake Drive
Itasca, IL 60143

RE: Letter of Support for Safe Communities accreditation

Dear Ms. Nie,

I'm writing to support (Community Name) application to become an accredited Safe Community. As (type or organization, agency, business; i.e. health department), we provide (list the services your organization, agency, business, provides the coalition; i.e. provide local injury data, the health promotion coordinator sits on a Safe Communities coalition task group and we provide meeting space to the coalition). To date, our collaborations have yielded significant improvements in our community, including (please list successes; i.e. new funding to support local falls prevention program, partnerships with the local schools that did not previously exist).

Being an accredited Safe Community will encourage and strengthen community partnerships and collaborations. This accreditation will also give our community recognition for putting the health and safety of our community first. On behalf of our community, we are excited to be a part of the Safe Communities coalition and look forward to becoming an accredited Safe Community.

Sincerely,

[Community Coalition Member]

**APPENDIX D:
SAMPLE COALITION
MEETING MINUTES**

SAMPLE DOCUMENTS

Name of group				
Date				
Type of Meeting	<input type="checkbox"/> General Meeting <input type="checkbox"/> Steering Committee <input type="checkbox"/> Work Group Meeting			
Attendees	Names and Organization			
Recorder	Name			
TOPIC	Discussion		Action or F/U	WHO
1.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 		What, by when?	Responsible person(s)?
2.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 			
3.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 			
4.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 			
5.	<ul style="list-style-type: none"> • Key discussion points • Decisions made 			
Announcements				
Adjourn	Next meeting time, date, location			

This template is available at CoalitionsWork website:
coalitionswork.com/wp-content/uploads/Meeting-Minutes-Template.pdf

APPLICATION SUPPORT DOCUMENTS: LETTER TO MAYOR

Sample Copy

[Date]

Mayor Name

Address

Dear Mayor,

I would like to discuss an accreditation opportunity that will be beneficial to the city and its leadership. We have been working with the National Safety Council (NSC) to put together a plan of action for getting [community name] accredited as a Safe Community under the Safe Communities America program. A Safe Community is community-driven program that prioritizes safety by bringing people together to improve the safety and health of everyone in the community. Safe Communities America recognizes communities who make a commitment to safety.

This accreditation can bring our city the recognition it deserves - a safe place to raise a family, to go to school, to bring business to and to visit. Should our application be approved, we will be recognized nationally and internationally for putting the safety and health of our residents, visitors and our community first.

The Safe Communities model works by bringing people together who care about safety, using data to identify leading causes of injuries and deaths in our community, and make a plan to address these issues using proven methods and measures success. We have already formed a group of volunteers from our local health department, schools, business, police, fire, emergency management (name the organizations here) who have committed to working together on this accreditation and beyond. A key requirement for the application process is to have a letter of support from the Mayor. With your support, we can successfully move forward.

In addition, our Safe Communities Coalition will serve as a resource to your office and the city to be ready to respond to emerging safety issues.

Our steering committee, [name individuals on committee] would like to speak to you to discuss this opportunity for [name of community]. We look forward to hearing from you.

Sincerely,

[Safe Communities Coalition Steering Committee names]

APPLICATION SUPPORT DOCUMENTS: LETTER OF INTENT

Sample Copy

[Date]

Carrie Nie
Safe Communities America
1121 Spring Lake Drive
Itasca, IL 60143

Dear Ms. Nie,

Please accept this letter as notification that [Community Name] intends to apply for the Safe Communities America accreditation. We are committed to collaborating with local partners and enhancing safety efforts in our community. Safe Communities America provides us with the model to accomplish this effectively.

The [name of coalition] held its first meeting on [date] and the group has overwhelmingly approved moving forward with the Safe Communities America accreditation. We look forward to working with you, learning from other accredited Safe Communities and strengthening our efforts to keep our community safe and healthy.

[Share some information of the work that has already been accomplished by this group] Our coalition will be led by [name or person, name of organization, contact information] and [name or person, name of organization, contact information]. If you have any questions, don't hesitate to contact our coalition leaders.

Sincerely,

[signed by mayor, or similar official]

**APPLICATION SUPPORT DOCUMENTS:
COALITION INVITATION**

Sample Copy

Invitation to join Safe Communities coalition

We would like to invite your organization to become a member of the INSERT COMMUNITY NAME Safe Communities (SC) Coalition. We are forming this coalition to accomplish three things:

- To better understand how our community members are getting hurt
- Reduce the burden of injuries
- Gain the Safe Communities accreditation by the National Safety Council

We are inviting you to this group because you are considered a leader in our community and your insight and expertise is vital to our success.

Safe Communities accreditation recognizes a community’s commitment to safety. The process for accreditation requires us to form a group of community leaders, identify leading causes of injury and deaths in our community, make a plan to address these issues and measure our success. Please see [attached Infographic](#) which may be useful in communicating with others within your organization.

We realize everyone may have a unique part to play in this prestigious honor, and would like your input and knowledge as we develop our coalition and plan our strategy. We sincerely hope you will join us as we move forward in making our community safer.

Sincerely, X

SAMPLE DOCUMENTS

APPLICATION SUPPORT DOCUMENTS: COALITION BYLAWS

Sample Copy - Sample Safe Communities Bylaws

Article I. Name of the coalition.

The official name is obvious. Mention if other names are used to refer to the coalition. The name is usually indicated with the words, "This organization shall be known as ..." or "The official name of this organization is ..."

The official name of this organization is (Community Name) Safe Communities Coalition.

Article II. Mission or purpose of coalition.

Clearly defining purpose helps coalition to stay focused. Decide whether the primary purpose is service, social, political, or other. Decide whether coalition will focus on a single issue or set of issues, a geographic area, or specific population and include coalition's vision and mission statements.

Through a collaborative process, the (Community Name) Safe Communities Coalition will improve the health, safety and quality of life for residents and visitors by identifying injury issues, partnering with local safety and health advocates and implementing best practice strategies.

The National Safety Council saves lives by preventing injuries and deaths at work, in homes and communities, and on the roads through leadership, research, education and advocacy.

Article III. Goals of coalition.

To reduce injuries in (Community name).

To increase access to evidence-based injury prevention practices to (Community name) residents.

Article IV. Membership.

This explains the members' rights and limitations. State any required fees, attendance requirements, and circumstances in which membership can be revoked. If honorary memberships are allowed, include particulars here.

Membership: *Active participation is a requirement of members. Members must personally attend 50% of meetings in one calendar year. Members are encouraged to participate in work groups that match their skill set or expertise.*

Duty of care: *Board members are expected to actively participate in organizational planning and decision-making and to make sound and informed judgments as a steward of the (Community Name) Safe Communities Coalition. The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances."*

Duty of loyalty: *The duty of loyalty is a standard of faithfulness; the board must give undivided allegiance when making decisions affecting the organization. When acting on behalf of the organization, board members must put the interests of the (Community Name) Safe Communities Coalition before any personal or professional concerns and avoid potential conflicts of interest and may never use information gained through his or her position for personal gain.*

Article V. Officers, Staff and duties.

Governing structure: State who reports to whom in terms of the overall governing structure. Bylaws will explain that a coordinator is hired and overseen by Steering Committee, for example, but will not detail to whom other staff members report or what their duties are – coordinator is responsible for day-to-day coalition operations.

Governing structure: Steering Committee will consist of two co-chairs and one secretary.

APPLICATION SUPPORT DOCUMENTS: COALITION BYLAWS

Sample Copy - Sample Safe Communities Bylaws

Officers: Outline coalition's officers, with correct titles, terms of office and duties.

Officers:

Co-chairs: Duties of co-chairs are to call meetings, provide oversight to work groups, represent Safe Communities Coalition to outside persons and organizations. No term limit. (Coalition can determine whether term limits are appropriate).

Secretary: Duties of secretary are to take minutes and attendance of all meetings, assist in the development of meeting agendas and exercise other duties, from time to time, that may be delegated or assigned by co-chairs. No term limit. (Coalition can determine whether term limits are appropriate).

Work Group Chairs: Duties of work group chairs are to define goals of the work group, communicate work group activities to coalition, and provide progress updates to be included in annual reporting. No term limits. (Coalition can determine whether term limits are appropriate).

Electing and vacating offices: If an officer is elected, describe leadership succession, voting process and how to remove officer from office. If office is appointed, state who appoints.

Coalition must approve, by 2/3rd vote of those present in person, by conference call or any other live electronic conference at the meeting, when electing a new co-chair or secretary. When an individual vacates a position, another individual must be identified or volunteer for the role before individual can officially vacate the role. The new individual must be approved by a majority of members present in person, by conference call or any other live electronic conference means at a regular meeting.

Work Groups: Describe standing work groups (ongoing), how special task groups (exist for duration of completing a specific task or project) will be formed, how work group chairs will be chosen, and how members will be appointed to those work groups.

Work groups will be developed or evolve based on need. Current work groups include:

Communications Work Group – ongoing, chair and members will be volunteers for this group. If volunteer does not come forward to chair group, Co-Chairs of coalition will appoint chair of work group.

Falls Prevention Work Group – ongoing, chair and members will be volunteers for this group. If volunteer does not come forward to chair group, Co-Chairs of coalition will appoint chair of work group.

Motor Vehicle Safety Work Group – ongoing, chair and members will be volunteers for this group. If volunteer does not come forward to chair group, Co-Chairs of coalition will appoint chair of work group.

Decisions: State how decisions will be made and how many are required for quorum (number present for official business to take place). Quorum can be percentage of total members, specific number, or “majority of members present at a regular meeting”.

Decisions: Notice of meetings or proposed decision(s) shall be communicated not less than ten (10) days in advance of the meeting or proposed decision. Notice may be communicated in person, by mail, courier, email, or other form of wire or wireless communication. Decisions will be confirmed based on a 2/3 majority of members present, in person, at the meeting.

Dues: If dues or fees are assessed, the means, rate and timeline for when this occurs are included.

Dues: no dues will be collected. Membership to the Safe Communities Coalition is free.

APPLICATION SUPPORT DOCUMENTS: COALITION BYLAWS

Sample Copy - Sample Safe Communities Bylaws

Article VI. Meetings.

Explain how often meetings will be held, i.e., whether coalition will meet regularly or only as needed. Bylaws should explain who has authority to call meetings, how notice of upcoming meetings must be given, and any special or annual meetings. Contents, due dates and responsibility for annual reports also are covered.

Meetings will be held the second Wednesday of every month from 12pm-1pm at (Name specific location and address). If meeting location changes, co-chairs will communicate new location at least one week prior to meeting. All meetings are open to all members, their guests and members of the public (Coalition can decide if all meetings are open to the public).

Co-chairs have the authority to call coalition meetings.

Work group meetings shall be held monthly. Meeting day and time shall be agreed upon by work group members.

Co-chairs may call emergency meeting of coalition in extenuating circumstances.

Article VII. Steering Committee, Work Groups and Special Committees.

Describe role of steering committee, number and type of members, terms of office, meeting times, quorum and how members will be appointed or selected. Name and describe work groups and any other special committees (e.g., Nominating Committee)

Steering Committee - *includes co-chairs, secretary and work group chairs. The Steering Committee will provide direction, set goals and outline strategies for the coalition. Steering Committee will meet quarterly. Day and time will be agreed upon by members.*

Communications Work Group (CWG) - *The CWG is ongoing and will communicate work of the coalition through social media, print media, newsletter and other strategies defined by the group. Chair and members will be volunteers for this group. If a volunteer does not come forward to chair the work group, Steering Committee or Co-Chairs of coalition will appoint chair of work group. Work group members will outline goals and strategies and share with Steering Committee and coalition.*

Falls Prevention Work Group (FPWG) - *The FPWG is ongoing and will implement best practices for falls prevention identify locations to host classes, and evaluate success of initiatives (through number of individuals attending classes and any changes in injury rates). Chair and members will be volunteers for this group. If a volunteer does not come forward to chair group, Co-Chairs of coalition will appoint a chair of the work group. Work group members will outline goals and strategies and share with Steering Committee and coalition.*

Motor Vehicle Safety (MVWG) - *The MVWG is ongoing and will implement best practices for preventing motor vehicle crashes and evaluate successes of initiatives. Chair and members will be volunteers for this group. If volunteer does not come forward to chair group, Co-Chairs of coalition will appoint chair of work group. Work group members will outline goals and strategies and share with Steering Committee and coalition.*

Article VIII. Parliamentary Authority.

Describe meeting procedures (i.e. Robert's Rules of Order, prerogatives of the Chair, etc.) For most coalitions, an action agenda, modified parliamentary procedure, or consensus are alternatives to Robert's Rules.

Robert's Rule of Order will serve as a guide for meetings.

Article IX. Dissolution Clause.

Explain disposition of coalition's property/money if it dissolves.

The organization may be dissolved by Board of Directors authorization and with subsequent approval by no less than 2/3 vote of members.

No property or money to claim.

APPLICATION SUPPORT DOCUMENTS: COALITION BYLAWS

Sample Copy - Sample Safe Communities Bylaws

Article X. Amending bylaws.

Describe procedure for changing bylaws and required time for notice. State who can propose amendments or call for complete revision of bylaws and vote requirement for amending/revising bylaws (usually by two-thirds vote).

The bylaws may be altered, amended or repealed and new bylaws may be adopted, by a 2/3 majority vote of the total coalition members.

Adapted from CoalitionsWork: <http://coalitionswork.com/wp-content/uploads/Coalition-Bylaw-Contents.pdf>