

[Letterhead]

## Action Memo

Date:

To: [Leader, Manager, Supervisor, etc.]

From: [You]

Through: [If your leadership requested you to send this memo and approved this action]

### **Purpose**

[This section is to briefly state your purpose for this memo - the “action” you are seeking from this leader]

Example -

We are requesting [this agency / organization] participation in exploring - and potentially forming - a *community crisis collaborative*. If it is determined that a networking approach to crisis response would benefit all involved, then identified agencies / organizations will also be asked to provide additional resources to support response efforts.

### **Background**

[The call for a C3 is never without catalyst. Use this space to briefly explain / describe situation that lead to this point. This section often highlights a conflict, challenge, issue, problem, concern and/or gap in service that has yet to be filled, addressed, solved, etc. The purpose of the next section is to present your “solution” to this identified concern.]

### **Discussion**

[Use this space to briefly explain what you are wanting and why you need this person’s approval to move forward. This section often highlights how your proposal will benefit the agency / organization].

Example-

In order to ensure an organized, immediate and coordinated response to personnel in crisis, it is our desire to form a “community crisis collaborative” (or “\_\_\_ County Crisis Response Team”). To ensure strategic success, it is imperative that all emergency response agencies be represented, along with other identified personnel in helping professions. This collaboration will require each agency / organization to approve personnel to participate. Personnel from each agency / organization will work together to draft inter-agency policy, response protocols and a

memorandum of agreement (MOA). This collaborative will also require commitment from personnel to attend basic training and participate in crisis response, as needed. By joining a community collaborative, we offset the cost of training, supplies and other needs that require funding. Joining the collaborative can also benefit each agency / organization independently - as these skills of policy writing and support techniques can be, in turn, used to develop an internal peer support program and/or crisis response team.

**Recommendation (or Request)**

[Use this section to briefly state (restate purpose statement above) what you are asking this leader approve]

Example -

As fellow members of public service professions, we, too, can serve one another by coordinating instead of competing, collaborating instead of clashing. A comprehensive - and cost-saving - approach to supporting personnel may be a *community crisis collaborative*. Your agency / organization has been identified as a stakeholder and its participation is valuable to our collaborative success.

Sign and date for the following action:

Approve: \_\_\_\_\_

Deny: \_\_\_\_\_

Needs more discussion: \_\_\_\_\_