

Dear Review Committee,

As an approved administrator of the school listed below, our school leadership acknowledges and agrees to abide by the following best practices outlined below.

- We agree to complete a needs assessment with the support of an implementation coach provided by United Way through Empowering Minds.
- We agree to gather regularly (for example, 4-8 times per school year) as a team to engage in cycles of improvement with the support of an implementation coach.
- We agree to share the results of our needs assessment with Empowering Minds/United Way (identifying data will not be shared).
- We agree to collect and share with Empowering Minds/United Way student and school level data measuring progress towards a comprehensive school mental health system.
- We agree that students, families, staff and membership on the governing board are served, employed or appointed without regard to social or economic class, gender, gender identity, age, sexual orientation and identification, disability, special health care needs, race, color, national origin or religion. Organizations with a religious affiliation must not refuse services to a participant based on religion or require attendance or participation in religious services/activities as a condition of services.

If our school is invited to submit a full application for Empowering Minds, we agree to discuss this initiative with the School Board and ensure the Board does not object to our school joining Empowering Minds pending acceptance from United Way.

We also acknowledge the following important dates.

- **February 26, 2024** – Letter of Intent submission period opens
- **March 12, 2024** – Letter of Intent is due
- **March 20, 2024** – Applicants notified whether they have qualified to complete a full application and receive instructions on how to complete and submit the application via email.
- **April 10, 2024** – Application is due
- **April 11 – April 24, 2024** – Review period, including meeting with applicants as needed
- **April 30, 2024** – Empowering Minds schools are identified, pending approval from United Way Board of Directors
- **June 10, 2024** – Signed Partnership Agreements from participating schools are due
- **July 1, 2024** - Empowering Minds Schools notified of award status

Sincerely,

Name: _____

Date: _____

Signature: _____

Position at School: _____

High School: _____

Email: _____