



## **2020 Campaign Membership Timeline**

A meeting or telephone call with CSF staff is recommended prior to submitting any CSF paperwork.

### **Letter of Intent**

Interested agencies should submit a letter of intent to apply for CSF membership. Letters are due by 5:00p, December 11, 2019

The letter of intent should include:

- Confirmation that the prospective agency has read and fulfills all CSF requirements for membership.
- Confirmation that the prospective agency has reviewed the full list of current CSF members.
- Confirmation that the prospective agency is aware of the financial and time requirements necessary for membership.
- Confirmation that the prospective agency's leadership and Board of Directors is supportive of membership in CSF.
- Contact name, address and email for the prospective agency.

CSF will review the letters and notify agencies selected to continue with the process by December 13, 2019.

### **Application**

Agencies selected to proceed with the application process will receive the 2020 Membership Application via e-mail. Applications for membership in CSF and participation in the 2020 Campaign are due January 10, 2020.

### **Interviews**

The Membership Evaluation Committee will invite selected agencies to present a 5-10 minute informational summary followed by a brief question and answer session between January 16 and February 13, 2019. Each meeting will be approximately 30 minutes. Attendees should include: individual who completed the membership application along with the Board Chair or Executive Director.

The Membership Committee will recommend new agencies to the CSF Member's Council at the February 18, 2020 meeting. All new member agencies will be contacted following that meeting.