



ALLIANCE FOR WISCONSIN YOUTH

Local Alliance ‘Key Contact’ Responsibilities

You are the Key Contact for your local Alliance! You are the link with your coalition; you play a vital role in getting information to everyone in your local Alliance.

1. **Alert our office to any changes to your contact information.** Notify us at info@allwisyouth.org.
2. **Share information with the members of your coalition.**
 - Throughout the year you will be alerted to grant programs and other funding sources, regional trainings and workshops, upcoming conferences, and other activities and events. It is your responsibility to keep your fellow coalition members aware of information we share with you.
 - Each member of your coalition needs to have a copy of our *Membership Services* document, which clearly describes all of the services and opportunities that can be requested by anyone who is a member or member organization of a coalition that is registered as a member of the Alliance. This document can be found at www.allwisyouth.org under the ‘Member Services’ tab at the top of the page.
3. **Maintain an accurate email list of your coalition’s members.** Most of the information we send to you will be via email, so it is critical that your email list be accurate.

If you have any questions, please contact the Alliance staff at info@allwisyouth.org.

Thank you so much for serving as the Key Contact for your Local Alliance.
