



CCPYDC Guest Policy

This protocol has been developed in response to the growth in CCPYDC membership. This protocol will ensure that, as CCPYDC grows, it will be forming strategic partnerships to advance the goals of CCPYDC with the appropriate membership.

Following this process will also ensure all potential and new Members are:

- ✓ Supported in their introduction to CCPYDC
- ✓ Understand the purpose of CCPYDC and the responsibilities of membership

I. Identifying Appropriate Partnerships

- a. If a current CCPYDC Member thinks an individual or community organization would be a good addition, that Member will collect this person or organization's information and pass it along to WRI staff, including the following information:
 - i. Name, Title, Organization, Email/Phone
- b. WRI staff will reach out to the individual, or an appropriate representative of the organization, for further information regarding how this person or organization can contribute to CCPYDC. WRI will provide background information on CCPYDC.
- c. If it is determined by both parties that attendance would be mutually beneficial, a guest invitation will be extended.

NOTE: Members should not invite someone to attend without following this process. Guests should not attend a Meeting without notifying WRI staff in advance.

II. Guest Support

- a. After the guest attends their first CCPYDC Meeting, WRI staff will follow up on their experience. WRI will elaborate on the responsibilities of a CCPYDC Member. If both parties are in agreement, the guest is invited to be a Member.
- b. WRI staff will ask the guest to fill out a *New Member Form*, which will be kept by WRI staff.

NOTE: *Unless notified otherwise by WRI staff or a Work Group Chair or Co-chair, Guests must be mindful that their attendance is solely observational, and they should refrain from providing input on initiatives or Coalition matters until formally becoming a CCPYDC Member.*