

Commitment Letter Template

This letter can be used for youth or parents who are committing to work with your board of directors, committees and/or working groups. It helps to highlight boundaries and expectations.

I understand that my role as a _____ is a significant responsibility and I will work hard and with my best intentions to make this a priority; should challenges arise and I cannot fulfill my hopes, I will communicate to _____ as soon as possible.

I understand that I will be working as part of a team and look forward to developing new relationships with others in order to get the job done.

I will support the mission, vision, values and goals of this organization.

I will offer my expertise to help ensure the best possible outcomes of our work.

I will contribute to all aspects of the program, especially those that align with my strengths.

I will attend (in person, by phone or by electronic means) at least $\frac{3}{4}$ of the meetings this year and will continually communicate with the team and manager to ensure I am up to date.

If I am uncertain or have questions, I will direct them to _____.

I will offer my support and assistance when called upon, to the best of my ability.

I will help to identify any needs that I may have regarding transportation, training, time management – or any barriers that I may have to participation.

If issues of confidentiality arise, I will conduct myself with discretion and ensure that sensitive information is not shared and/or does not leave the premises.

All resources of the organization are available to me on a sign-out basis. I will return all borrowed items within the agreed upon timeframe.

Signed _____ Date _____

Print Name _____

Reviewed With _____