



## Becoming a Let's Go! Site

For programs that want to be identified as a "Let's Go!" program, that organization must notify Let's Go! and provide the following information on the intended program:

- Sponsor(s) – The sponsoring organization must be a non-profit. Please provide information regarding the program office location and the planned official name.
- Key staff members – please list the key staff and their roles in the project
- Geographic area to be served – In order to ensure new programs complement existing services, the towns and/or counties to be served must be identified.
- Expected services to be provided – Please identify the sectors (workplace, healthcare, education, food service, etc.) anticipated to be involved in the initiative.
- Approximate budget and funding sources – Provide a list of the expected funding sources and estimated budget (this will help insure that other programs are not vying for the same funding)
- Expected outcomes – List the two to three major objectives of the initiative.
- Data collection capacity - From time to time Let's Go! may seek assistance in data collection from dissemination partners. Please explain what data will be regularly collected.
- Complete Community Action Model, sign Memorandum of Understanding and License Agreement that defines partner roles and responsibilities.

In return, Let's Go! will make tools and resources available to a dissemination partner as follows:

- All intervention toolkits, either electronically or on CD for local co-branding and use
- Let's Go! evaluation plans and tools
- Let's Go! program and evaluation reports
- Sample marketing tools and Public Service Announcements as appropriate
- A minimum of one on site consultation (for Maine based programs)
- Regular telephone consultation

Additional assistance may be negotiated; fees will depend on the nature and scope of work desired.