

**SAMPLE – INITIAL CORRESPONDENCE DESCRIBING PROJECT AND REQUESTING PARTICIPATION
7/27/2018**

Greetings (Participant Name),

Over the next 15 months the NC Conference of District Attorneys will be developing North Carolina's first Elder Abuse and Exploitation Resource Manual for North Carolina Prosecutors. Prosecution of abuse and financial exploitation crimes perpetrated against vulnerable older adults and adults with disabilities has been a recognized gap in NC's system of protection.

The Conference would like to extend an invitation to you to contribute to this effort by serving on a committee charged with developing the resource manual. The first meeting is scheduled for Monday, September 17 from 10A-1P at the NC Judicial Center; the second meeting is scheduled for Thursday, November 8. These two meetings are intended to be face to face but a call in number will be provided. Future meetings will be determined by committee members in order to facilitate completion of the project.

As a committee member it's hoped you'll participate in meetings, contribute research and information in your area of expertise, and assist with drafting content for the manual. It's expected that the manual will be in its final stages about this time next year.

Please let me know as soon as possible of your interest and availability to participate in this effort. I'd be glad to talk with you if you have questions. Feel free to contact me at 919-639-3674 or nancywarren229@gmail.com.

Thanks in advance.

Nancy Warren

Project Director, Elder Abuse and Exploitation Resource Manual

SAMPLE – CONFIRMATION OF PARTICIPATION AND LOGISTICS OF FIRST MEETING 9/3/2018

Greetings (Participant Name)

Thank you for your willingness to assist the North Carolina Conference of District Attorneys develop an Elder Abuse and Exploitation Resource Manual for use by North Carolina prosecutors and an Investigation Guide for law enforcement.

Our first meeting is scheduled for Monday, September 17 from 10A-1P at the NC Judicial Center, 901 Corporate Drive, Raleigh, NC. A second meeting is scheduled for Thursday, November 8. These first two meetings are intended to be face to face but a call-in number will be provided. Future meetings will be determined by committee members in order to facilitate completion of the project.

We look forward to your participation in all aspects of this project. An agenda and needed meeting materials will be sent to you by email the week of September 10. Please review the materials and bring your questions and ideas to the meeting. You're encouraged to bring examples of elder abuse investigation and prosecution tools you are currently using to share with the group.

For questions concerning meeting logistics, please contact Mary Hill at mary.h.hill@nccourts.org or 919-890-1500

Meeting Location: North Carolina Judicial Center, 901 Corporate Center Drive, Raleigh, NC 27607. There is plenty of free parking available at the Judicial Center. The building does not open until 8:00am. We will be meeting in the Conference of DA's training room. Upon arrival, please check in at the front desk and you will be directed to the training room. Light refreshments will be provided. The Lady Justice Café is also conveniently located in the Judicial Center for additional food and beverage purchases.

Reimbursement: Attendees traveling more than 35 miles away from the Judicial Center may stay overnight during the training period and will be reimbursed for lodging, meals and mileage according to state reimbursement guidelines (see below). Daily commuters will be reimbursed mileage only if driving a personal vehicle. Travel reimbursement forms will be provided at the meeting.

Please contact me at 919-639-3674 or nancywarren229@gmail.com if you have questions or will be unable to attend the September 17 meeting. Looking forward to working with you on this exciting project.

Nancy Warren, Project Director

Elder Abuse and Exploitation Resource Manual