# Letter of Institutional Commitment

College Success for Single Mothers

**Requirements of participating colleges**

* Prioritize single-mother students for the activities of this project.
* Assemble a cross-functional task force of stakeholders and decision-makers (including vice presidents) who have the authority to move the work forward.
* Commit to activities and timeline as outlined above– data collection and analyses, action planning and implementation, sharing process and outcomes for final case study document.
* Empower a Task Force Convener who will keep the work going at the local level and serve as liaison between the facilitator and task force.
* Establish a mechanism for communicating the work of the task force to the President and other key administrators and stakeholders.
* Expand and institutionalize new data collection practices Follow your college’s Internal Review Board (IRB) protocols and plan for seeking approval in a timely manner for student surveying in data collection phase.
* Share baseline data, completed data collection tools, aggregate data and action plans for use in the case study documentation process. Shared data must be congruent with any IRB requirements of the institution.

I have read the College Success for Single Mothers Information and Application Packet and the requirements of participating colleges outlined above. If selected to participate, ( name of institution ) commits to fulfilling the requirements for participation in this project.

President’s Name

Signature

Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_