**Sample email to send to student body:**

Hi everyone,

We are building a platform at \_\_\_\_\_\_ to address disability in medicine. Over 25% of individuals in the US have at least one disability so all of us will unequivocally care for patients with disabilities throughout our careers. Currently, there is not a defined space at \_\_\_\_\_\_\_ that educates us on care for patients with different types of disabilities or informs us of the experiences of providers with disabilities. The opportunities for medical students to engage in this conversation nationally are also extremely limited.

Right now we are developing the structure and faculty network for this initiative with the help of \_\_\_\_\_\_\_\_(advisors, office of diversity and inclusion). Opportunities to engage in this work include joining working groups related to Education, Programming, National Engagement, Communications, and Community Advocacy.

***The core of this initiative will be centered around medical trainees so we want to gauge your interest.*** Please fill out the form below if you are interested in getting involved. Together, we hope to steadily and sustainably begin to combat ableism in our profession.

Please reach out to us if you have any questions or thoughts.

Looking forward to engaging with you!

Best,

**Sample interest form:** In New Chapter Kit Drive

**Sample committee and board application email:**

Hi everyone,

We are excited to officially get the **Disability Advocacy Coalition in Medicine (DAC Med)** up and running and we invite YOU to join us by applying to be a **board member** or by joining a **committee**. The combined application for the board and committees will be open through ------------------ and can be found below:

Board Positions and their respective Committees include:

* Vice President of Communications
* Education Coordinator leading the Education Committee
* Programming Coordinator leading the Programming Committee
* National Network Coordinator leading the National Network Committee
* Research Engagement Coordinator leading the Research Engagement Committee
* Chicago Outreach Coordinator leading the Chicago Outreach Committee
* Peer Support Coordinator leading the Peer Support Committee
* Graduate Medical Education Coordinator leading the Graduate Medical Education Committee\*\*

\*\*Must be a resident or fellow

*Please Note: You can sign up for a committee without applying for a board position and all who apply for a board position will be given their top choice for the respective committee.*

Full descriptions for each position can be found in the Google Form, but please reach out to us with any questions.

Looking forward to working together to promote the delivery of equitable care for all patients with disability, to deconstruct ableism in medicine, and to create a more inclusive training environment.

Best,

**Sample committee application:** In New Chapter Kit Drive