**APPENDIX A:**

**Community Relationship-Building Approval Form**

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| **EMPLOYEE INFORMATION** |
| Employee name: | Division: |
| Organization information | Organization:  |
| Address:  |
| Website:  |
| Describe the organization’s mission and who it serves: |  |
| Describe the service(s) you will provide to the organization: |  |
| Explain how providing these services to this organization will meet the following outreach and equity goals: |
| 1. Advancing the Auditor’s Office’s equity and outreach goals by building relationships with community-based organizations.
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| 1. Raising community awareness about the services and information available from the Auditor’s Office, with a focus on historically underserved communities.
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| 1. Providing services that enhance and serve the communities in the Portland area.
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| *Employee certification*: I have confirmed that the organization needs and/or wants my assistance: 🞏 YES |
|  | Does this organization receive funding from the City of Portland, a City Bureau or Prosper Portland? 🞏 YES 🞏 NO  |
| Date(s) and time(s) of planned volunteer work:  |  |
| Total number of hours requested:  |  |
| *Employee certification:* I have read and understand Auditor’s Office Administrative Rule 3.17: 🞏 YES |
| Employee signature: |  |
| **SUPERVISOR AND AUDITOR APPROVAL** |
| Supervisor signature: |
| City Auditor signature: |