# Briefing Document Template

Use this template as a guide to structure your briefing document for the government official. This document will be shared with the Official’s office about two days before the scheduled meeting. This also allows the opportunity to confirm the timing once again.

## **MEETING BRIEF**

**TO:** [Name of Government Official]

**FROM:** [Meeting Organizer name and title]

***On behalf of:*** [Salvation Army official leading the meeting]

**DATE & TIME: [**Full date and time, including end time] E.g. Wednesday, February 20, 2019, 12:30 pm – 1:15 pm

**LOCATION: [**Ministry office, Street Address and Room]

**SUBJECT:** (Ensure the policy area is clear.) E.g. Understanding The Salvation Army and Discussing Ways to Strengthen Canada’s National Housing Strategy.

**MEETING PURPOSE:** The Salvation Army is interested in [insert details] and building new relationships within the Government of NAME OF JURISDICTION . Our team is keen on connecting with you to share updates on current projects and what we are doing to [insert details]. We see opportunities to partner with government to [List initiatives here – stated from the government’s perspective.]

**PROPOSED MEETING ATTENDEES:***Additional attendees welcome*

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| **FULL NAME** | **ROLE** | **ORGANIZATION** |
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**ABOUT THE SALVATION ARMY: (Can be tailored to a specific territory or issue if needed)**

The Salvation Army is an international Christian organization that began its work in Canada in 1882 and has grown to become one of the largest non-governmental direct providers of social services in the country. The Salvation Army gives hope and support to vulnerable people today and every day in 400 communities across Canada and more than 130 countries around the world.

The Salvation Army offers practical assistance for children and families, often tending to the basic necessities of life, provides shelter for homeless people and rehabilitation for people who have lost control of their lives to an addiction.

**BIOGRAPHIES – SALVATION ARMY ATTENDEES:**

***Example:***

**LT.-COLONEL JOHN DOE**  
*Insert title here*

* John has been working for The Salvation Army in Canada for over 20 years.
* John oversees [insert brief description of function/MU] for the MU/Division/Territory and is responsible for [insert brief description of role].