[Template for employees joining/starting an affinity group]

Dear supervisor,

I’m excited to inform you that I will be joining/starting an affinity group. My participation in this group is one way in which I will be contributing to the City’s mission and values. The group meets [date/time]. The time commitment is minimal at only 1 hr/month in-person/virtual meetings. I look forward to connecting with you about adjusting my schedule to accommodate this meeting.

**What is an Affinity Group**? An Affinity Group is a group of City employees linked by a common purpose, ideology, or interest. Affinity Groups play a vital role in ensuring an inclusive environment where all are valued, included, and empowered to succeed. They can provide a collective voice for staff with common interests.

**Here are 6 ways Affinity Groups benefit the City:**

1. Identity Acknowledgement

2. Ensure Underrepresented Groups Have a Voice

3. Increase Employee Engagement, Retention and Productivity.

4. Raise Cultural Awareness

5. Promote Allyship

6. Build Community with Remote Employees

**Questions?**

For more information about staff involvement in affinity groups, please refer to the [Affinity Groups Guidance Document](https://www.cityofmadison.com/sites/default/files/city-of-madison/human-resources/documents/announcements/City%20of%20Madison%20Affinity%20Groups_DCR-OD%20Guidance_FINAL%20-%20September%201_%202022.docx). Also Kristy Kumar ([kkumar@cityofmadison.com](file:///C:\Users\csget\Downloads\kkumar@cityofmadison.com)) from the Department of Civil Rights or Anne Nowak ([anowak@cityofmadison.com](file:///C:\Users\csget\Downloads\anowak@cityofmadison.com)) from Human Resources are available to answer any questions you have related to affinity groups.

Please let me know if you have any questions about my schedule and workload.