



HOW TO FIND A SISTER CITY

Steps to guide you in your search ...

“Request for a Sister City” form

SISTER CITIES INTERNATIONAL®

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Steps to guide you in your search ...

Building a lasting relationship with an international community might well be one of the most rewarding activities for your community. However, the process of searching for and finding that special partner who shares your interests and goals is an intricate and often lengthy one. Therefore, your search must be extremely well organized and undertaken with great planning and commitment. It is up to *you* to take a **proactive** role in this process!

It is crucial to be sensitive to the needs of your prospective community, and at all times be aware that this relationship is intended to last a lifetime. **Therefore, choose wisely!**

Please be aware that this checklist is meant to serve as a guide as you go through the affiliations process. For more information, please contact Sister Cities International international headquarters.

"Cities Seeking Cities" is an online forum to view, post, and develop relationships with other cities. It is a free benefit that Sister Cities International offers to everyone.

1. Please review Sister Cities International's publications and make your first priority the organization of your sister city committee. This committee should be led by elected officers (i.e. president/chairperson, vice-president, treasurer, secretary) and comprised of a broad range of community members: community leader(s) who speak directly for the Mayor/City Manager, business professionals (i.e. private enterprise, physicians, attorneys), Chamber of Commerce officials, youth and educators, retirees and so on. (Form sub-committees as needed, such as fundraising or youth, as well as separate committees for each sister city affiliation.
2. Gather and secure strong community support. Don't forget to involve other groups, such as your Rotary club, churches, hospitals, schools, or your local government, for example.
3. Once an organized committee is established, begin working on your "Request for a Sister City" form. Visit Sister Cities International's website where the form can be filled out online. If you do not have access to the Internet, contact Sister Cities International for a copy. As you thoroughly explore these questions remember that some regions of the world are traditionally under-requested. If you have a specific region, or country, in the world that you are looking for, but do not see either in the "Cities Seeking Cities" list, please contact Sister Cities International for guidance.
4. As you complete your "Request for a Sister City" form, carefully explore your purpose for building a sister city relationship. Is it to investigate economic development opportunities? Is it for youth exchange? Questions such as these are extremely important and will assist you in identifying the goals of your partnership.
5. After you have completed your "Request for a Sister City" form, send it to Sister Cities International, preferably electronically, or submit it via our website using the online request form. If you fill out the request form online it will automatically post to our website, or we will post the completed form for you if you send it to us via electronically or paper version. Either way it will be available to communities around the world. Please visit our website often as cities communities are continually being added.
6. If you do not find any communities meeting your criteria on our website, it will be **your responsibility** to search for potential cities. Be creative in this search. Use all resources available,

such as the Internet, your local library or Chamber of Commerce, a business or familial contact in that community and so on. Consider involving more than just the members of your committee. For instance, you might have a geography teacher assign this as a class project; have your Rotary club contact its international chapters; or hold a town meeting to consider the diverse interest and needs of your entire community.

7. When you are ready to approach a potential partner, present a comprehensive view of your community by sending a detailed packet of information to the top-elected official of the desired city. This packet should include a formal letter from your top-elected official (and committee president/chairperson) inviting the community to enter into a dialogue regarding the prospect of becoming sister cities (sample documents available from Sister Cities International). Along with the letter, send promotional materials, such as brochures, maps, photos or videos. Do not forget to enclose a copy of your "Request for a Sister City" form, and request such information in return.

8. If you receive a positive response, reply promptly and extend an invitation for an official delegation to visit, with suggestions for potential projects, such as student exchange, business/trade development, and so on. Build your relationship. Get to know one another well. After some time, you will be able to determine if this is the right match for you. Please keep Sister Cities International informed regarding your progress.

9. When there is mutual intent to become formally linked, **both top-elected officials must sign an official sister cities agreement** (sample documents available from Sister Cities International). Upon receipt of a copy of this document, Sister Cities International will send two official charters—one for you and one for your sister city. At this point, you will be eligible to use the name "Sister Cities," and you will officially become part of our network of registered sister cities.

10. Continue to build your relationship by involving more community members and expanding the scope of your projects. Keep Sister Cities International updated with regular reports of your exchange programs and general activities. Please remember to post everything that you do on the website so that the Sister Cities International network may learn from you as we hope you will learn from other communities. Do not hesitate to contact us with questions at any time!



REQUEST FOR A SISTER CITY

Name of Your Community: _____

State/Province/Prefecture: _____

Country: _____

Population: _____

Desired Country/Region for Sister City: _____

Does your local government recognize any official sister cities group? Yes [] No []

Principal Economic Activities:

Agriculture	Industries	Technology	Tourism	Services
Not Important []				
Less Important []				
Important []				
Very Important []				

Provide Details: _____

Your Community Information:

Geographical Description of Your Community: _____

Local Cultural and Educational Facilities: _____

Special Historical Background (if applicable): _____

Sister City Information:

List of Existing Sister Cities: _____

Desired Sister City Region (Africa, Americas, Asia, Caribbean, Europe, Middle East, NIS, Oceania) and Country/State:

Region: 1st: _____ 2nd: _____ 3rd: _____

Country/State: 1st: _____ 2nd: _____ 3rd: _____

Desired Characteristics of a Sister City: _____

What Kind of Sister City Activities do you Envision (i.e. what are your goals for potential projects)?

Arts & Culture	Economic Development	Education	Environment	Health & Public Safety	Municipal Cooperation	Technology & Communication	Youth
Yes <input type="checkbox"/>							
No <input type="checkbox"/>							

Is this request supported by your local sister city organization? Yes No

Does your local government support this request? Yes No

Contact Information:

Dr. Miss Mr. Mrs. Ms. The Honorable The Most Honorable

Name: _____ Title: _____

Department/Committee: _____

Company/Organization: _____

Address: _____

City: _____ State: _____

Zip/Postal Code: _____ Country: _____

Telephone (with country code if outside of the U.S.): _____

Fax (with country code if outside of the U.S.): _____

E-mail: _____

Community Website: _____

Please note that by submitting this form you are agreeing to have the information presented herein posted on our website, provided to interested parties, and linked to other websites.