

Sample: Senior Corps Accomplishment and Performance Surveys

[to be posted on NARSVPD, NAFGPD, and NASCPD websites]

In spring/summer 2004, Senior Corps will be conducting several surveys for RSVP, the Foster Grandparent Program, and the Senior Companion Program. These surveys will show the public the valuable contributions that Senior Corps volunteers make in their communities, will help project directors identify successful management practices, and will develop national-level indicators of program performance that can be used in reports to Congress.

All these surveys will be administered by Westat, the Corporation's survey research contractor for Senior Corps. Members of the [association name here] have been working with Westat, Senior Corps headquarters staff, and members of the Corporation's Department of Research and Policy Development on the construction of these surveys. The information from these surveys will give the most comprehensive and accurate view yet seen of [name of program] projects, stations, volunteers, and recipients of service.

The first group of surveys, the Accomplishment Surveys, are currently being distributed to 3,150 randomly selected volunteer station supervisors spanning the three programs. Westat is currently trying to reach the remaining projects whose stations were selected for these surveys. If you have received an email or phone call from Westat about these surveys and have a question or concern, please consult the "FAQ for Project Director Notification" document below:

[put the PD FAQ here]

If one of your stations has received the survey, and has a question or concern, please consult the "FAQ for Station Respondents" document below:

[put the station FAQ here]

Your cooperation with these surveys is greatly appreciated. The results of these surveys will help [name of program] quantify and convey the impact of the service provided by your volunteers. Remember that Westat staff, if they contact you, will always identify themselves as members of Westat, and will always be able to tell you the control number for the survey issued by the Office of Management and Budget (OMB). If you, or any of your stations or volunteers, are contacted by anyone other than Westat, and the caller cannot provide an OMB control number, you are under no obligation to respond.

Please watch this space for additional information on the 2004 Senior Corps Performance Surveys, which will be administered later this summer. If you have additional questions about the Accomplishment and Performance Surveys, please feel free to contact Westat:

- **1-888-446-1292**
- **KathyMorehead@westat.com**