

### **Sample: Notice to State Offices (April 28, 2004)**

Beginning the week of April 26, Senior Corps will launch the 2004 Accomplishments Surveys for RSVP, the Foster Grandparent Program, and the Senior Companion Program. The results will be used to demonstrate to Congress and the public the breadth, scope, and valuable contributions that Senior Corps volunteers make in their communities.

Accomplishments Surveys will be given to 3,150 randomly selected Senior Corps volunteer station supervisors:

- 1,850 RSVP volunteer stations;
- 650 SCP volunteer stations; and
- 650 FGP volunteer stations.

The surveys will be administered by Westat, the Corporation's survey research contractor for Senior Corps. Here is the process for administering this spring's Accomplishments Surveys:

1. You, as well as your area manager, receive this email. To see those projects in your state that have volunteer stations that were sampled for the Accomplishments survey, please go to the following location on the Corporation's S: drive

S: everyone / Accomplishment Survey Sample By State

Each state's profile also notes the number of stations selected by project. If any selected project directors contact you, please convey to them the importance of participating.

2. Shortly thereafter, an e-mail will go to those projects with stations that have been sampled for this survey. The e-mail will ask the Project Directors to verify station information for those particular stations, including verifying the specific service areas in which their volunteers engage. This e-mail will be from a specially-dedicated e-mail address for this survey, [info@SeniorCorpsData.org](mailto:info@SeniorCorpsData.org).
3. As soon as Project Directors reply to the e-mail, Westat will assemble customized survey packets for each sampled station. These packets will be sent via Federal Express to the Project Directors.
4. The Project Director will give the survey packets to their stations, strongly encouraging the Station Supervisors to complete the survey.
5. The Station Supervisors will return their surveys directly to Westat in special pre-addressed, postage-paid return envelopes.

Results and products from this survey will benefit Senior Corps projects, including:

- New user-friendly 2004 Accomplishments Reports that can be distributed to funders and other stakeholders
- First-time information providing national snapshots of ways that volunteer station supervisors manage and support Senior Corps volunteers.

A fact sheet with answers to frequently asked questions, which describes the survey in more detail, will be sent shortly. Please feel free to be in touch with the survey team at Westat (1-888-446-1292) if you have any questions.

Thank you,

Tess Scannell (Director, Senior Corps)

Nathan Dietz (Department of Research and Policy Development)