

Sample:

**V E R I F I C A T I O N R E Q U E S T
P L E A S E R E P L Y P R O M P T L Y**

[Date]

Dear [program] Project Director:

Please be advised that [#] of the volunteer stations you work with [has/have] been randomly selected to participate in the Senior Corps Accomplishments Survey and we need your help. These surveys will document for Congress the value and accomplishments of our three programs: RSVP, the Foster Grandparent Program (FGP) and the Senior Companion Program (SCP).

Accomplishment Surveys are to be completed by station supervisors. As project director, your role is to insure the station supervisors receive the surveys and to encourage timely participation.

This year the survey is shorter – thanks to your feedback! Your answers to the four brief questions at the end of this email allow us to customize (and shorten) each survey to the individual station. Each station will only receive questions relevant to its service areas.

While individual participation is voluntary, a high response rate is critical to producing for Congress an accurate and complete picture of our senior volunteer programs. We rely on you to help us meet our deadlines. *School-based programs in particular have requested that the surveys be sent as soon as possible to accommodate the school-year calendar.*

Please take a few minutes and reply to STEP 1 now (or no later than Friday, April ____).
YOU MAY REPLY TO THIS EMAIL VIA E-MAIL, FAX, PHONE OR ON THE WEB.

STEP 1: VERIFYING STATION INFORMATION

Verify (or correct) YOUR correct address.

Verify (or correct) the station contact information printed at the end of this email.
Note: You can respond directly to this email by (first) clicking the REPLY button and next entering your answers as indicated. Your answers to these brief questions help us to customize each survey to the station.

You can expect to receive the survey kit(s) within 5 days of replying to this e-mail.

STEP 2 [After you receive the survey kit(s)]: GIVING THE SURVEYS TO THE SELECTED STATION(S)

After you receive the survey kit(s), we would like you to deliver each survey to the selected station and ask the station supervisor to complete and return it to us. (We will send more detailed instructions with the survey package.)

The Accomplishments Survey is being conducted for Senior Corps by Westat. Should you have any questions, Westat has a survey hotline and is happy to answer all queries. Please call Kathy Morehead, survey coordinator, toll-free at 1-888-446-1292. You may e-mail her at KathyMorehead@westat.com or reply directly to this email.

Thank you for helping with this important project. As project director, you play a central role in ensuring a high rate of participation by sampled stations. We could not do it without you, and we will keep you informed of our progress.

We encourage you to take a few minutes now and complete STEP 1.

Sincerely,

Angela Roberts
Senior Corps

Nathan Dietz
Department of Research and
Policy Development

STEP 1: VERIFYING INFORMATION ABOUT YOURSELF AND THE SELECTED STATION(S)

YOU HAVE FOUR OPTIONS FOR REPLYING TO THIS E-MAIL:

***E-MAIL: Simply click the REPLY button and then enter your answers in the spaces provided. Once done, click the SEND button.

***FAX: Just print this email, enter your answers manually and FAX to 1-888-377-5716.

***PHONE: Simply call our toll-free number 1-888-446-1292 and we will take your answers right over the telephone.

***ON THE WEB: Just go on-line at www.seniorcorpsdata.org. Select English or Spanish, then log in using your special username [username] and password [password]. Then simply follow the easy directions provided for editing your profile.

- 1.) Please verify your mailing address. (Westat will use Federal Express, so if you normally use a PO Box, please provide a street address. Under federally-negotiated rates, FedEx is actually less expensive than regular mail, especially when speed is important.)

If this is NOT correct, please enter any changes in the spaces provided below.
[] If all your contact information is correct, please verify by placing an X in the brackets at left. NEXT, CONTINUE TO SCROLL DOWN TO QUESTION 2 and verify information for the selected station(s).

Your Name: Pre-filled

Organization: Pre-filled

Street Address 1: Pre-filled

Street Address 2:

City, State Pre-filled

ZIP Pre-filled

Phone: Pre-filled

Fax: Pre-filled

Email: Pre-filled

Corrections:

Your Name: _____

Organization: _____

Street Address 1: _____

Street Address 2: _____

City, State _____

ZIP _____

Phone: _____

Fax: _____

Email: _____

2. Please verify the following contact information for station Pre-filled.

[] If this is correct, please place an X in the brackets at left. CONTINUE TO SCROLL DOWN TO QUESTION 3 and verify service area information for the selected stations).

[] Indicate here if this station is no longer operating or no longer uses Senior Corps volunteers.

Supervisor Name: Pre-filled

Organization: Pre-filled

Street Address 1: Pre-filled

Street Address 2: Pre-filled

City, State Pre-filled

ZIP Pre-filled

Phone: Pre-filled

Fax: Pre-filled

Email: Pre-filled

Corrections:

Supervisor Name: _____

Organization: _____

Street Address 1: _____

Street Address 2: _____

City, State _____

ZIP _____

Phone: _____

Fax: _____

Email: _____

3) The station supervisor above will be asked to complete a set of questions for each of the service categories in which their senior volunteers provide services.

Our records indicate that for the period of time between October 1, 2002 and September 30, 2003, this station provided service for the categories below indicated by an "X".

Please help us customize this survey by adding or deleting service categories relevant to this station.

Service Categories

- Human Needs: Health/Nutrition
- Other Human Needs: Adult day care, companionship, crisis intervention, family violence, child or elder abuse/neglect, mentoring children, respite, teen pregnancy/parenting support, senior center programs, CHIPS/SCHIPS.
- Education
- Environment
- Community/Economic Development
- Public Safety
- Disaster
- Homeland Security
- Public Safety

CONTINUE TO QUESTION 4

4) Can this station complete the survey in English or is a Spanish language survey required?

- This station can complete survey in English
- This station requires a survey in Spanish

Thank you for this information, and for your assistance in this important survey.

Again, to send your reply, you may:

- Hit REPLY in your e-mail program, then enter and send your responses electronically,
- Print these pages, manually reply and FAX to Westat on our toll-free FAX line: 1-888-377-5716,
- Call Kathy Morehead, Westat survey coordinator, at 1-888-446-1292, and provide the information by phone.
- Respond on-line (www.seniorcorpsdata.org), using the easy and fast directions outlined in Step 1.

END OF VERIFICATION REQUEST