

****NOTIFICATION LETTER****

[Date]

[NAME]

[INSTITUTION]

[ADDRESS]

[CITY], [STATE] [ZIP]

Dear [NAME]:

The U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention (The Center) is conducting a Web-based survey of randomly selected colleges and universities to learn more about alcohol, other drug, and violence prevention efforts taking place on college campuses. Results of this survey will be invaluable in helping both the Department of Education and the Center staff better meet the prevention needs of colleges and universities across the nation.

We are sending you this letter because your institution was one of the schools randomly selected for the survey. As our records identify you as the senior administrator responsible for coordinating your college's institutional response to problems related to alcohol, other drug use, and violence, we want to apprise you of the survey and ask for your assistance and cooperation in completing it. Your frank and thoughtful answers—which will remain confidential—will help us provide appropriate services and resources to the field.

To help us administer this survey and achieve meaningful response rates, we need to ensure that our contractor, Macro International, has your accurate contact data. The e-mail address we have on file for you is the following:

[EMAIL ADDRESS]

If the above email address is incorrect or if you are not the appropriate person to complete this survey, please call 1-800-487-1447 or e-mail HECSAS@ORCMacro.com as soon as possible to provide your correct e-mail or the e-mail address and name of an appropriate contact, along with the name of your institution. If you would prefer to complete a paper version of the survey, please indicate this when you contact us and Macro International will be happy to send you a paper version via ground mail.

If your contact information as noted above is correct, you need take no action at this time; in this case, within the next few weeks, Macro International will send you an e-mail at the address above to provide a hyperlink to the survey, an Institution ID, and a password for your institution's

survey. Please note that the subject line of this e-mail will read *U.S. Department of Education Survey of American College Campuses*.

We appreciate your time and effort in completing this survey and look forward to your response. Results from this survey will be available after July 2008 at the Center's Web site at <http://www.higheredcenter.org>.

Sincerely,

Virginia Mackay-Smith
Director

****INITIAL EMAIL NOTIFICATION****

Subject: U.S. Department of Education Survey of American College Campuses

Dear [NAME]:

In the past few weeks, the U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention (the Center) sent you or a colleague a letter regarding plans for a web-based survey that will seek to learn more about alcohol, other drug, and violence prevention efforts taking place on college campuses.

Below, you will find a hyperlink that will bring you to this Web-based survey. The responses you enter into this survey will be confidential and reported to the U.S. Department of Education only in the aggregate. To ensure the validity of these data we would like to achieve a substantial response rate; we would appreciate it very much if you could complete this questionnaire no later than [DATE]. The survey will take approximately 50 minutes. *Responding to the questions in this survey is voluntary and you can stop taking the survey at any time.*

Please go to the Web site [HYPERLINK] to access your institution's survey and use the following Institution ID and password to login to the survey for your institution. You may either type or cut/paste the information below.

Institution ID: [[ID]]

Password: [[Password]]

If you are not the appropriate person to complete this survey, please forward this e-mail to the correct person for your institution and copy us at this e-mail address (HECSAS@ORCMacro.com). This person may use the same Institution ID and password above.

If you have any technical difficulties or questions, please e-mail us at HECSAS_TA@ORCMacro.com and describe the nature of the problem you are having.

We look forward to your response and hope to hear from you soon. If you would prefer receiving a paper survey, you may call us at 1-800-487-1447 or e-mail us to request one.

Sincerely,

Kate Rohrbaugh
Senior Project Manager
Macro International

****FIRST REMINDER EMAIL****

Subject: REMINDER: Survey of American College Campuses

Dear [[Name]]:

We recently contacted you to request that you complete a survey for the U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention. According to our records, we do not yet have a survey completed from your institution. It is very important that we be able to include your responses in our study because the information will help guide both the Center staff and the U.S. Department of Education in identifying emerging trends in alcohol, other drug, and violence prevention. The survey is easy to use and confidential. We would very much appreciate a response from your institution by [DATE].

This link, [HYPERLINK], will take you directly to the survey. Please use the following Institution ID and password to login to the survey for your institution (either type or cut/paste the information below):

Institution ID: [[ID]]

Password: [[Password]]

If you are not the appropriate person to complete this survey, please forward this e-mail to the correct person for your institution and copy us at this e-mail address (HECSAS@ORCMacro.com). This person may use the same Institution ID and password above.

If you have any technical difficulties or questions, please e-mail us HECSAS_TA@ORCMacro.com and explain the nature of the problem you are having.

We look forward to hearing from you soon.

Sincerely,

Kate Rohrbaugh
Senior Project Manager
Macro International

****SECOND REMINDER EMAIL****

Subject: FINAL REMINDER: Survey of American College Campuses

Dear [[Name]]:

We are contacting you again to ask for your participation in and response to the survey we sent to you on behalf of the U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention. This is a survey of alcohol, other drug abuse, and violence prevention efforts on the nation's college campuses. According to our records, we do not yet have a survey from your institution.

If you are not the appropriate contact, please forward this e-mail to the appropriate person and copy us at HECSAS@ORCMacro.com. The survey is easy to use and confidential. We need to have this survey completed by [DATE] and hope very much to be able to include your responses in our results.

This link, [HYPERLINK], will take you or a colleague directly to the survey. Please use the following Institution ID and password to login to the survey for your institution (either type or cut/paste the information below):

Institution ID: [[ID]]

Password: [[Password]]

If you have any technical difficulties or questions, please e-mail us HECSAS_TA@ORCMacro.com and explain the nature of the problem you are having.

Please get back to us soon!

Sincerely,

Kate Rohrbaugh
Senior Project Manager
Macro International

****THANK YOU E-MAIL****

Subject: Survey of American College Campuses Submitted

Dear [[Name]]:

Thank you so much for taking the time to complete the U.S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention's Survey of American College Campuses. The responses for your institution, which will remain confidential, were received and will be included in the report for the Department. We appreciate very much the time and effort you took in helping us with this survey.

Results from this survey will be available on the Center Web site at <http://www.higheredecenter.org> after July 2008.

Sincerely,

Kate Rohrbaugh
Senior Project Manager
Macro International