

To: Partners in the Appalachian Trail Cooperative Management System

From: Appalachian Trail Park Office

Subject: Appalachian Trail Management Partner Survey – Initial Notification

Dear [Name]:

On behalf of the Appalachian Trail Park Office, I am writing to ask for your help in a study of Appalachian Trail partners. This study is part of an effort to learn more about the quality of support the Appalachian Trail Park Office is providing to our partners.

Your help is needed in assisting the Appalachian Trail Park Office in its efforts to better support partners. Below is a link to an on-line satisfaction survey, regarding the experience of your organization/agency in its work with the Appalachian Trail Park Office.

The Appalachian National Scenic Trail (ANST) is an unusual unit of the national park system, managed through a decentralized, volunteer-based cooperative management system, involving eight national forests, six national park units, agencies in fourteen states, the Appalachian Trail Conservancy, and citizen volunteers in 30 affiliated trail club organizations. Achievement of on-the-ground results depends on the actions of our partner agencies and organizations.

The Appalachian Trail Park Office is requesting that you complete the following survey: [link]. Participation in this study is voluntary and results will be released only as summaries, in which no individual/organization can be identified. Once you complete the survey, your name and contact information will be deleted from the project database. Participating in this voluntary survey will help us very much in obtaining the opinions and views of our partners.

Thank you in advance for taking the time to participate in this survey.

Sincerely,

[NPS contact name & information]

To: Partners in the Appalachian Trail Cooperative Management System

From: Appalachian Trail Park Office

Subject: Appalachian Trail Management Partner Survey – First Follow-Up

Dear [name]:

On [date], you received an email inviting you to participate in the Appalachian Trail Management Partner Survey.

If you have already completed the survey, please accept our sincere thanks. If not, please do so today. We are grateful for your help with this study because it is only through the participation of agency and organization representatives like you that the Appalachian Trail Park Office can learn more about and improve the quality of support it is providing to its partners.

Below is a link to the survey instrument. Please take the time to complete this survey; your input is important to us. The survey is voluntary and the final data will be anonymous. Once we hear from you, we'll delete your contact information from the project database. At the end of the study, all contact information will be deleted.

[SURVEY LINK]

Thank you in advance to taking the time to participate in this survey. If you have difficulties accessing the survey or any questions about it, please feel free to contact me.

Sincerely,

[NPS contact name and information]

To: Partners in the Appalachian Trail Cooperative Management System

From: Appalachian Trail Park Office

Subject: Appalachian Trail Management Partner Survey

On [date], you received an email inviting you to participate in the Appalachian Trail Management Partner Survey. To the best of our knowledge, you have yet to complete the survey.

The comments of partner organizations that have already responded include a wide variety of opinions and feedback. We think the results are going to be very useful in improving the efforts of the Appalachian Trail Park Office in its work to assist partner agencies and organizations.

I am writing again because of the importance that your survey has in helping us get accurate results. It is by hearing from the most partner agencies and organizations possible that we can be sure that the results are truly representative.

The Appalachian Trail is a unique resource, managed by a variety of public and private partnerships through the Cooperative Management System. We need and value the input of our partners in order to protect and enhance this valuable resource for future generations. Please take the time to complete this survey and help us provide the needed support to our partners.

[survey link]

Participation in this study is voluntary and results will be released only as summaries, in which no individual/organization can be identified. Once you complete the survey, your name and contact information will be deleted from the project database. Participating in this voluntary survey will help us very much in obtaining the opinions and views of our partners.

Thank you in advance to taking the time to participate in this survey. Please let me know if you have any comments or questions regarding this survey.

Sincerely,

[NPS contact name & information]