

Attachment 4

Initial Email to Organizers – Survey

From: info@stopalcoholabuse.net [mailto:info@stopalcoholabuse.net]

Sent: <Date>

To: <Email address/Name>

Subject: Town Hall Meeting Organizers Survey

<Date>

<Name>

<Organization Name>

<Address>

<City, State, Zip>

Congratulations on your participation in the <Year> Town Hall Meetings! You may recall that as a participant in the Town Hall Meeting, your organization agreed to complete a survey regarding the Town Hall Meeting event held in your community. This information will provide the Substance Abuse and Mental Health Services Administration (SAMHSA) with valuable insight regarding the success of this nationwide initiative.

Please provide details of your Town Hall Meeting event and planned follow-up activities, by completing the Organizers Survey online at:

<Enter URL>

When submitting your information online, use the following information to log in:*

Username: <TBD>

Password: <TBD>

We recommend that you change this username and/or password to something easier to remember after your initial log in.

We estimate that it will take about 30 minutes to complete this survey. We ask that you complete the survey by <Date>. Your answers to the questions will be kept private to the extent of the law and not associated with your name in any reports to SAMHSA.

Should you have questions or comments about completing the survey, please call the Town Hall Meeting information line at 240-747-4980 or email info@stopalcoholabuse.net. Thank you again for sharing this important information about the Town Hall Meeting held in your community.

Sincerely,

<Name>

<Title>

<Organization>

*NOTE: If you received more than one email, you are identified as the point of contact for more than one organization that has held a Town Hall Meeting. You can log-in with the unique username and password assigned for all organizations in which you serve as the point of contact.