

Office of Head Start
Evaluation of the Head Start *Safe Families-Safe Homes* Training

Follow-Up Email Text for Training Participants Reminding Them of Web-based Survey Link

Subject Line: Reminder to Complete *Safe Families-Safe Homes* Training Evaluation Survey

Dear <name of participant>,

If you have already completed the *Safe Families-Safe Homes* Training Evaluation Survey, please disregard this message! This email is just a friendly reminder for you to complete the brief, web-based evaluation survey. The following is a copy of the email sent previously with more information as well as the survey link!

Thank you for participating in the Safe Families-Safe Homes training for your Head Start/Early Head Start program! As you are aware, we are conducting an evaluation of this training to inform future efforts in improving the ability of Head Start/Early Head Start programs to address and mitigate the effects of domestic violence in the lives of young children and families.

In order to accomplish this, we ask that you take about 10 minutes to complete a brief, online evaluation survey that will gather descriptive information about you and the community you serve, as well as assess your perspective on various aspects of the training. To access the survey, please click on or copy/paste the following link into your Internet browser:

<survey monkey link>

Please be assured that the information you provide will not be used to evaluate you or your Head Start's program performance. Furthermore, this information will be released in a manner that will not identify you or any other survey participant.

Thank you so much for your time and efforts in assisting us with this evaluation! If you have any questions about this survey, please contact me at mneal@pal-tech.com.

Sincerely,

Melissa Neal, Evaluator
Planning & Learning Technologies, Inc.