



United States Department of the Interior

NATIONAL PARK SERVICE
Fort Monroe National Monument
41 Bernard Road
Fort Monroe, VA 23651



September ____, 2013

Dear _____,

Fort Monroe National Monument is seeking input on how to enhance the visitor experience at the Monument.

You are invited to attend a group discussion about the operations at Fort Monroe National Monument. We're interested in listening to your ideas and opinions.

You are receiving this letter because as member of the parks' local community you have knowledge and experience that will be helpful as the park staff plans for the future.

A group discussion will be held each day from [DATE] at 6 p.m. at (location)_____. The discussions will last about 1 hour. Refreshments will be served. You are invited to attend one of the sessions, at your convenience.

To accept this invitation, or for more information, please contact Nancy Holmes at the Park Studies Unit: ncholmes@uidaho.edu (email), or (208) 885-2269 (phone). You may also contact _____ (NPS staff) at _____.

Your input would be valuable and appreciated. We look forward to hearing from you.

Sincerely,

[insert signature]
Kirsten Talken-Spaulding
Superintendent

Fort Monroe National Monument -
Focus group discussion guide for local community members

Introduction:

Good (Morning/Afternoon), my name is [MODERATOR], I work for the Park Studies Unit at the University of Idaho. We're conducting research sponsored by the National Park Service. The purpose of the research is to better understand your experience as a visitor to Fort Monroe National Monument, and learn about your opinions regarding management options at the park.

This discussion group has been approved by the Office of Management and Budget in compliance with the Paperwork Reduction Act (OMB Control Number 1024-0224 and Expiration Date is 8/31/2014). This session is scheduled to take about an hour to complete.

Before we begin I want to tell you that the information that we obtain here is anonymous and will not be used for any purposes other than to help the park managers. I also want to let you know that we are audio recording this session, but the recording will not be shared with anyone and will be used only to create a summary of our discussion. When necessary we will use codes in transcripts to protect your privacy.

You do not have to use your full names during this discussion. We can refer to one another by using our first names only. Please:

- **Introduce yourself by stating your first name**
- **Please tell us how long you have lived in the area and what you like most about living here**

Topic Area 3 - ACT1

1. If you were to bring visitors to Fort Monroe National Monument, please describe the type of experience you would want them to have during their visit.
2. The National Park Service is in the process of planning for its visitors, and is seeking input on a few topics.

Topic Area 6 - EVALSERV13

- a. What types of facilities should be available to visitors?
(Give examples- picnic areas, restrooms, visitor info centers)

Topic Area 3 - ACT1

- b. What types of recreational activities should be available?
Where should recreational activities be offered?

Topic Area 3 - FVIS4

- c. What kinds of educational programs and/or services would you like to see offered?
*(Give examples (tours, exhibits, interpretive signs)
(Describe a program or service that you think should be offered)*

What are some of the topics and subjects you think should be covered?
Where should programs be offered?

Topic Area 6 - EVALSERV13

3. Please describe any recreational and/or educational activities that you have participated in the Fort Monroe area. What did you like or dislike about them?

Topic Area 6 - EVALSERV13

4. What are some of the ways that Fort Monroe National Monument could connect with the local community, to raise awareness and draw visitors to the Monument?

Topic Area 6 - OPMGMT2

5. In your opinion, what are the issues that the National Park Service should consider as it plans for visitation to Fort Monroe National Monument?

Topic Area 1 - KNOW1 VARIATION

6. Are you aware that the Fort Monroe Authority and the City of Hampton are partners with Fort Monroe National Monument?

If Yes: How do you think these partners can work together in the Monument's planning process?

If No: Explain the partnership and [then ask how they think the partners can work together]

Topic Area 3

7. Are you or a member of your household past or current military personnel?

If Yes: Would you or any member of your household be interested in participating in oral histories regarding service, life, and/or leisure at Fort Monroe?

Topic Area 1 -PART1

8. Would you or any member of your household be interested in volunteer opportunities with the Fort Monroe Volunteer Corp.?

Topic Area 6 - OPMGMT3

9. Is there anything else you would like to tell us about Fort Monroe National Monument?