

## Invitation to Participate and legal permission

Dear Individual (specific name),

We are requesting your participation in a project to help us understand how people think about and make decisions about their finances. Our final goal is to design messages to encourage Americans to use core financial competencies for financial planning. Many financial problems can be prevented by early planning including saving and investing for retirement, tracking spending and minimizing borrowing, understanding earnings, and protecting financial assets from fraud. Although most of us are aware of the advantages of financial planning, many factors prevent us from assessing our financial risks. Very little is known about what kind of approaches would be helpful to support people in making them aware of the core financial capabilities and helping them take advantage of employer offered financial services. In this project we are evaluating several approaches to identify the most effective method to communicate the core financial competencies.

In the first phase of the project we will meet with 10-12 individuals in small focus groups. The participants will assist us in understanding how people think about information on core financial capabilities. We hope you will be able to participate in the focus group, which would require one hour of your time. The meeting will be held at the \_\_\_\_\_ on \_\_\_\_\_ **from \_\_\_\_ to \_\_\_\_ pm** and lunch/snacks will be provided. We will pay you \$75 for your participation.

You are not required to learn any information prior to the session and there are no wrong answers; we are mainly interested in what you think. A moderator will ask general questions about what you know and your beliefs and attitudes towards financial readiness and planning, and general information on factors that enhance or deter interest in assessing financial risk.

We will document your ideas and comments both in writing and by tape recording. No names will be linked with any responses. We will not use any personal identifiable information in any written or oral communications.

If you are willing to participate, please reply to this invitation with a simple “yes” by \_\_\_\_\_(date).

Thank you for participating. If you have any questions or want further information, please contact Ms..... or email .....

Sincerely,

Include RSVP note and prepaid envelope (when needed) with hard copy

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Consent at the outset of the focus group meeting

I have read the above information about the purpose of this meeting and have been given an opportunity to ask questions. I agree to participate in this project and I have been given a copy of this signed consent document for my own records.

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Participant's Signature and Date

PRINTED NAME