



# United States Department of the Interior

NATIONAL PARK SERVICE  
Santa Monica Mountains National Recreation Area  
401 West Hillcrest Drive  
Thousand Oaks, California 91360-4223

**Dear Teacher,**

You are receiving this letter because your students will be asked to fill out a survey about their upcoming field trip to participate in the Santa Monica Mountains National Recreation Area **Students Helping Restore Unique Biomes (SHRUB)** program.

Your students may respond to the survey either online at <https://www.surveymonkey.com/s/QN2QL37> or on paper. If you prefer paper versions of the survey, please contact Lisa Okazaki, **SHRUB** program manager at (805)418-3171 or: [lisa\\_okazaki@nps.gov](mailto:lisa_okazaki@nps.gov) (e-mail); and we will mail them to you with a pre-addressed return envelope.

It should take about 20 minutes for the students to complete the survey and they are not required to participate in the survey process as a pre-requisite to participate in the education program. However, we hope that you will strongly encourage your students to participate and respond fully. We will use these responses to improve our educational programs.

All information collected will be securely stored. Only researchers working with the study will review the data. This research is conducted under stringent university and U.S. government regulations governing the collection of information.

If you have any questions regarding the administration or content of the surveys, please contact: Lisa Okazaki, (805)418-3171 (phone) or [lisa\\_okazaki@nps.gov](mailto:lisa_okazaki@nps.gov) (e-mail).

Sincerely,

Lisa Okazaki

*OMB Control Number 1024-XXXX  
Current Expiration Date: XX/XX/XXXX*



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IN REPLY REFER TO:

Dear Parent,

You are receiving this letter because your child will be asked to fill out a survey about an upcoming field trip to the Santa Monica Mountains National Recreation Area. Your child's teacher will be distributing a questionnaire during regular class time. In some cases, your child will have the opportunity to complete the survey online either at school or from your home computer.

If your child is completing the web-based survey from your home computer, please feel free to review it with them. The survey should take about 20 minutes to complete. We are very interested in your child's thoughts and hope that you will encourage them to respond from their own perspective and in their own words.

### **What is asked of students?**

There are no right or wrong answers; your child is not required to respond to the survey or to answer every question on the survey, and their responses have no bearing on their school grades. Students' individual responses are not available to either their teacher or other students.

All surveys will be completely anonymous; there will be no way to connect the students with their surveys. All data collected will be securely stored, and only researchers working on the study will have access to the data. All survey results will be reported in summary form only.

If you have any questions regarding the administration or content of the surveys, please contact: Lisa Okazaki at (805)418-3171 (phone) or [lisa\\_okazaki@nps.gov](mailto:lisa_okazaki@nps.gov) (e-mail).

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If your child is completing the web-based survey from your home computer, please feel free to review it with them. The survey should take about 20 minutes to complete. We are very interested in your child's thoughts about their experiences while visiting the park and hope that you will encourage them to respond from their own perspective and in their own words.

### **What is asked of students?**

There are no right or wrong answers; your child is not required to respond to the survey or to answer every question on the survey, and their responses have no bearing on their school grades. Students' individual responses are not available to either their teacher or other students. Knowing what your child thinks about their experience in the park will help us continue to improve our educational programs.

All surveys will be completely anonymous; there will be no way to connect the students with their surveys. All data collected will be securely stored, and only researchers working on the study will have access to the data. All survey results will be reported in summary form only.

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