

Introductory Letter (pre-questionnaire)



United States Department of the Interior

NATIONAL PARK SERVICE

Cape Lookout National Seashore
131 Charles Street
Harkers Island, NC 28531



Month Day, 2013

Dear Carteret County resident,

You are receiving this letter because as a resident of Carteret County you have been selected to participate in a National Park Service study of Cape Lookout National Seashore. The managers at Cape Lookout are currently updating their management plans and we would like to learn about your expectations, opinions, and interests as a county resident regarding the area. The information we are collecting will be used to plan for the management of Cape Lookout National Seashore, and help us to better understand the needs of the general public.

In the coming weeks, you will receive a questionnaire in the mail. Only a select number of county residents are being asked to take part in this study, so your participation is very important. Once you receive the questionnaire, we will ask that you return it as soon as possible.

If you have any questions regarding this study, please contact Lena Le, Director, Visitor Services Project, by phone: 208-885-2585 or email: lenale@uidaho.edu (e-mail).

Thank you in advance for sharing your opinions with us.

Sincerely,

[insert signature]

Pat Kenney
Superintendent

1st follow-up printed on a scenic park postcard (sent to all participants 11 working days after mailing of the questionnaire)

Dear Carteret County resident,

Thank you for participating in the Cape Lookout National Seashore visitor study. We are really looking forward to hearing from you soon.

Only a select number of people were contacted to participate in this study, so your opinions are very important!

If you have already returned your questionnaire, we would like to thank you. If you have not returned or completed the questionnaire, we are asking that you please take the time to complete and return it to us by mail today. If you have misplaced the questionnaire, please contact us and we will be happy to send you a replacement copy.

Thank you for your help with this study. After eight months, the results of the survey will be available at: www.psu.uidaho.edu/vsp.reports.htm.

Pat Kenney
Superintendent
Cape Lookout National Seashore

2nd follow-up note and letter with replacement questionnaire (sent to non-respondents 21 working days after mailing of questionnaire)



United States Department of the Interior

NATIONAL PARK SERVICE

Cape Lookout National Seashore
131 Charles Street
Harkers Island, NC 28531



Month Day, 2013

Dear Carteret County resident,

The National Park Service would like to thank you for participating in the Cape Lookout National Seashore study. As you are aware, a small number of local residents were asked to participate in this study, therefore the return of each questionnaire is very important to complete this study.

If you have already returned your questionnaire, we would like to thank you; however, if you have not, we are asking you to please return it by mail today. Since we have not received yours as of today, we have included a replacement questionnaire for your convenience.

If you have any questions regarding your questionnaire, please contact Lena Le, Director, Visitor Services Project, by phone: 208-885-2585 or: lenale@uidaho.edu (email).

Thank you for your help with this study. In approximately eight months, the results of the survey will be posted on the Visitor Services Project website at www.psu.uidaho.edu/vsp.reports.htm.

Sincerely,

[insert signature]

Pat Kenney
Superintendent

3rd follow-up letter with replacement questionnaire (sent to non-respondents 35 working days after mailing of questionnaire)



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

Visitor Services Project
PSU, College of Natural Resources
University of Idaho
P.O. Box 441139
Moscow, Idaho 83844-1139



Dear Resident,

About three weeks ago we mailed you a survey for a study at Cape Lookout National Seashore. As of today we have not received your completed questionnaire and the period to receive questionnaires is almost over. I am writing to let you know that I would appreciate you completing and returning your survey (unless you mailed it within the past few days).

The staff of Cape Lookout National Seashore is anxious to receive the survey results. They would like to have the ideas and opinions of this survey group to help make decisions about the services and programs they will provide in the future.

I would like to encourage you to complete the enclosed questionnaire and return it by {*month and day*}. Your contribution will add to the success of this study and your time is greatly appreciated.

If you have any questions regarding your questionnaire, please contact Lena Le, Director, Visitor Services Project, by phone: 208-885-2585 or: lenale@uidaho.edu (email).

In approximately eight months, the results of this survey will be posted on the Visitor Services Project website at www.psu.uidaho.edu/vsp.reports.htm.

Sincerely,

Lena Le