

YTYA SURVEY MESSAGING

PRE-NOTIFICATION EMAIL TEXT

SUBJECT LINE: U.S. State Department Evaluation - Young Turkey/Young America Program



Dear (INSERT name of YTYA Participant),

We are writing to let you know of an important upcoming survey of participants of the Young Turkey/Young America (YTYA) Program. This survey is part of the YTYA program evaluation by the Evaluation Division in the Bureau of Educational and Cultural Affairs (ECA) in the U.S. State Department.

ECA's Evaluation Division has contracted EurekaFacts, LLC, an independent research firm, to administer this survey as part of the evaluation. The survey will be sent electronically in the next [INSERT NUMBER] weeks to your preferred email address.

As a YTYA participant, your input is extremely valuable. The results of this survey will help the Evaluation Division measure the effects of the program upon you, your community, and the organization where you work or that you supported through YTYA. All of your responses will only be reported in aggregate form.

The online survey will be administered in [INSERT MONTH]. We look forward to hearing your thoughts and insights!

Please email Melissa Moreland, YTYA Program Survey Manager, at MorelandM@eurekafacts.com if you would like to receive the survey at another email address or if have any questions about this evaluation.

Sincerely,

[Melissa Famula's signature]

U.S. Department of State,
Bureau of Educational and Cultural Affairs
Office of Policy and Evaluation

SURVEY INVITATION EMAIL TEXT

Note: This email will be sent to all YTYA participants at the start of the survey's 30 days in the field.

SUBJECT LINE: U.S. Department of State Survey on the Young Turkey/Young America Program



Dear (INSERT name of YTYA participant),

I am writing to follow up on an email you received from Melissa Famula, of the Evaluation Division of the Bureau of Educational and Cultural Affairs (ECA), in the U.S. Department of State. As Ms. Famula mentioned in her email, the Evaluation Division is conducting an important survey for alumni of the Young Turkey/Young America (YTYA) Program.

Our research firm, EurekaFacts, LLC, is administering this online survey on behalf of the Evaluation Division. Please help us by completing the survey, which is accessible by clicking on the following link:

[INSERT SURVEY LINK]

(If you are unable to open this link directly, we recommend that you copy and paste the entire link above into your internet browser.)

The survey takes approximately 30 minutes to complete and the information that you provide will only be reported in aggregate form. Once you begin the survey, you may save your responses at any point and return to the survey at a later time. The survey will be accessible until [INSERT CLOSING DATE], but we encourage you to share your thoughts and experiences in the program with us as soon as possible!

Please do not hesitate to contact me with any additional questions or concerns. We look forward to hearing your thoughts and insights on the YTYA Program!

Sincerely,

Melissa Moreland
YTYA Program Survey Manager
EurekaFacts, LLC



SURVEY REMINDER #1 EMAIL TEXT

Note: This email will be sent to all YTYA participants who have not yet completed the survey 10 days after the launch of the survey.

SUBJECT LINE: Reminder: U.S. Department of State Survey on the Young Turkey/Young America Program



Dear (INSERT name of YTYA participant),

This is a reminder to complete our survey on the Young Turkey/Young America (YTYA) Program. Your perspectives on the program are very important, and will assist the U.S. Department of State in assessing the varied effects of the YTYA Program.

We understand that you are a busy professional and your time is valuable. This is why we would be very appreciative if you took 30 minutes to complete the survey, which is accessible by clicking on the link below:

[INSERT SURVEY LINK]

(If you are unable to open this link directly, we recommend that you copy and paste the entire link above into your internet browser.)

We would also like to remind those who started but did not complete the survey to answer any remaining questions. The survey link above will take you to the place where you left off.

As a reminder, the survey will close on [INSERT CLOSING DATE], so we ask that you share your responses with us as soon as possible.

Please do not hesitate to contact me with any questions. We look forward to hearing your thoughts and insights on the YTYA Program!

Sincerely,

Melissa Moreland
YTYA Program Survey Manager
EurekaFacts, LLC



SURVEY REMINDER #2 EMAIL TEXT

Note: This email will be sent to all YTYA participants who have not yet completed the survey about 10 days after sending Survey Reminder #1.

SUBJECT LINE: Reminder: U.S. Department of State Survey on the Young Turkey/Young America Program



Dear (INSERT name of YTYA participant),

This is a reminder to complete our survey on the Young Turkey/Young America (YTYA) Program. Your perspectives on the program are very important, and will assist the U.S. Department of State in assessing the varied effects of the YTYA Program.

We understand that you are a busy professional and your time is valuable. This is why we would be very appreciative if you took 30 minutes to complete the survey, which is accessible by clicking on the link below:

[INSERT SURVEY LINK]

(If you are unable to open this link directly, we recommend that you copy and paste the entire link above into your internet browser.)

We would also like to remind those who started but did not complete the survey to answer any remaining questions. The survey link above will take you to the place where you left off.

As a reminder, the survey will close on [INSERT CLOSING DATE], so we ask that you share your responses with us as soon as possible.

Please do not hesitate to contact me with any questions. We look forward to hearing your thoughts and insights on the YTYA Program!

Sincerely,

Melissa Moreland
YTYA Program Survey Manager
EurekaFacts, LLC



FINAL SURVEY REMINDER EMAIL TEXT

Note: This email will be sent to all YTYA participants who have not yet completed the survey three days before the final closing date of the survey.

SUBJECT LINE: Final Reminder: U.S. Department of State Survey on the Young Turkey/Young America Program



Dear (INSERT name of YTYA participant),

This is the final reminder to complete our survey on the Young Turkey/Young America (YTYA) Program. The survey will permanently close on [INSERT CLOSING DATE]. This will be your final opportunity to participate in this important evaluation for the U.S. Department of State! Don't miss the chance to have your voice heard.

Please click on the link below to complete the survey:

[INSERT SURVEY LINK]

(If you are unable to open this link directly, we recommend that you copy and paste the entire link above into your internet browser.)

The survey takes approximately 30 minutes to complete. We would also like to remind those who started but did not complete the survey to answer any remaining questions. The survey link above will take you to the place where you left off.

Please do not hesitate to contact me with any questions. Thank you for assisting the U.S. Department of State with this important evaluation of the YTYA Program!

Sincerely,

Melissa Moreland
YTYA Program Survey Manager
EurekaFacts, LLC

