

First Teacher Email Text

I'd like to invite you to participate in an important study on the National Guard Youth ChalleNGe Program (ChalleNGe). The study, sponsored by the Office of the Assistant Secretary of Defense (Reserve Affairs), is designed to see how differences in the classroom impact on program outcomes. Your participation, while voluntary, is critical to the success of this effort. My company, CNA (www.cna.org), has been contracted to conduct this research.

Our goal is to survey all of the classroom teachers at the 34 ChalleNGe programs. Toward this end, we are asking you to help us gather data by completing an on-line survey. The survey asks about various pedagogical topics including classroom management, curriculum development, and teaching strategies and methods. The survey also covers the amount of time spent on specific topics within each subject. It should take approximately 20 minutes.

Your participation is completely voluntary and all of your responses will be anonymous. If you decide to participate, you may choose to skip any questions you don't feel comfortable answering.

Below you will find a unique user ID and password. We are issuing user ID numbers and passwords to prevent unauthorized access to the survey. Your responses will not be linked to your user ID. To proceed, either enter the following URL into your browser or click the link below and log in: <http://ngycp.cna.org>

You will first be asked to review our consent information and indicate your agreement to proceed with participation in the study. From there, you will be directed to the survey itself. Thanks so much for helping us with this important project. If you have any questions, I can be reached by e-mail at xxx@xxxxx.xxx or at (xxx) xxx-xxxx.

Link to Survey: <http://ngycp.cna.org>

User ID: [insert user ID]

Password: [insert password]

Second Teacher Email Text

(to be sent to non-respondents one week after original email)

This is a reminder that you have been invited to participate in a survey of ChalleNGe program teachers. We hope you will agree to help us gather data by completing an on-line survey. The survey asks about various pedagogical topics including classroom management, curriculum development, and teaching strategies and methods. The survey also covers the amount of time spent on specific topics within each subject. It should take approximately 20 minutes.

Your participation is completely voluntary. If you decide to participate, you may also choose to skip any questions you don't feel comfortable answering. All of your answers will be kept confidential.

Below you will find a unique user ID and password. We are issuing user ID numbers and passwords to prevent unauthorized access to the survey. Your responses will not be linked to your user ID. To proceed, either enter the following URL into your browser or click the link below and log in: <http://ngycp.cna.org>

You will first be asked to review our consent information and indicate your agreement to proceed with participation in the study. From there, you will be directed to the survey itself. Thanks so much for helping us with this important project. If you have any questions, I can be reached by e-mail at xxx@xxxxx.xxx or at (xxx) xxx-xxxx.

-Name

Third Teacher Email Text

(To be sent to non-respondents two weeks after the original email)

This is a final reminder that you have been invited to participate in a survey of ChalleNGe program teachers. We hope you will agree to help us gather data by completing an on-line survey. The survey asks about various pedagogical topics including classroom management, curriculum development, and teaching strategies and methods. The survey also covers the amount of time spent on specific topics within each subject. It should take approximately 20 minutes.

Your participation is completely voluntary. If you decide to participate, you may also choose to skip any questions you don't feel comfortable answering. All of your answers will be kept confidential.

Below you will find a unique user ID and password. We are issuing user ID numbers and passwords to prevent unauthorized access to the survey. Your responses will not be linked to your user ID. To proceed, either enter the following URL into your browser or click the link below and log in: <http://ngycp.cna.org>

You will first be asked to review our consent information and indicate your agreement to proceed with participation in the study. From there, you will be directed to the survey itself. Thanks so much for helping us with this important project. If you have any questions, I can be reached by e-mail at xxx@xxxxx.xxx or at (xxx) xxx-xxxx.

-Name