

ATTACHMENT B: PAC PRE-NOTIFICATION LETTER

Re: Notification of Partnership and Collaboration Survey

Dear <respondent name>:

The Corporation for National and Community Service (CNCS) is funding a study to understand the value of organizational networks in making positive change and disseminate lessons learned about collaboration and partnerships to organizations across the country. CNCS is the federal agency that promotes national service and volunteering through programs such as AmeriCorps and Senior Corps. As part of this study, organizations such as yours are being requested to participate in a web based survey that asks questions about the connections between your organization and other organizations in your community.

Your input is important to make sure we have accurately taken into account the role of your organization in the community. Your participation in this survey is voluntary. There are no penalties or consequences to you or your organization for not participating. [For respondents that are not ACSN grantees: You will receive a \$25 gift card upon completing the survey to thank you for your time.]

CNCS has partnered with ICF International to conduct the survey. Within the next week, you will receive an email invitation from [some email address](mailto:<some email address>@icfsurveysurpport.com)@icfsurveysurpport.com to participate in the survey. The survey should take approximately 30 minutes to complete. It is designed to improve understanding of how the network of organizations in <community name> focusing on <focus area/shared goal> is organized and how engaged AmeriCorps grantees are within the network. After the study has been conducted, you will be invited to a presentation of the results and receive a profile of your community's network, which may assist you in providing services to your community.

We look forward to your participation in this survey. If you would like to know more about this study, the Corporation for National and Community Service, or AmeriCorps programs, please do not hesitate to contact me at rguertner@cns.gov or (202) 606-6772.

Sincerely,

Bill Basl
Director
AmeriCorps State & National

ATTACHMENT C: EMAIL FORMAL INVITATION

Re: Invitation to participate in the Partnership and Collaboration Survey

Dear xxx:

The Corporation for National and Community Service (CNCS) would like to invite your organization to participate in a survey of service organizations in the <community name> area. As we described in an email dated <month> <dd>, 2015, CNCS is partnering with ICF International to conduct this survey that is examining the relationships between <service focus area> organizations in your area. While we have a relationship with some organizations who are AmeriCorps grantees, we are particularly interested in the range of organizations supporting <service focus area> in your area.

The survey should take approximately 30 minutes to complete and is voluntary. We will use the information to create “network maps” that show how organizations connect and collaborate with other organizations in your community. Your personal identity will be kept confidential. Completed surveys will be kept secure and separate from any information that identifies you such as your name or role. If the results of this study are published, presented, or otherwise made public, no identifying information about you (the respondent) will be used or released.

We will provide organizations a brief report of our findings for your particular community and your participation will boost the accuracy of our report for your area.

SURVEY INSTRUCTIONS:

To access the survey, click on or copy and paste the following web address into your Internet browser:

URL for survey: www.CNCSOrganizationsSurvey.com

Access Code: <Access Code>

Again, we appreciate your willingness to participate in the survey. If you experience technical difficulties or have any questions about the survey, please call our survey contractor’s helpdesk toll-free at 1-8xx-xxx-xxxx or send an e-mail to xxxxx@icfsurveysupport.com.

Thank you again for your participation.

ATTACHMENT D: WEB CONSENT

The [Corporation for National and Community Service](#) (CNCS) is funding a study to better understand the value of networks in making positive change and disseminate lessons learned about collaboration and partnerships to organizations across the country. CNCS is the federal agency that promotes national service and volunteering in communities across the country.

As part of this study, organizations such as yours are being requested to participate in a web based survey that asks questions about the connections between your organization and other organizations in your community focusing on <focus area/shared goal>.

Your input is important. Your participation in this survey is voluntary. There are no penalties or consequences to you or your organization for not participating. You can choose to stop the survey at any time, or not answer a question, for whatever reason. If you stop the survey, at your request, we will destroy the survey. You may ask any questions that you have before, during, or after you complete the survey.

The survey will take approximately **30** minutes. It is being administered by ICF International, in partnership with CNCS. We will use the information to create “network maps” that show how organizations connect and collaborate with other organizations in your community. Your personal identity will be kept confidential and the completed survey will only be attributable to your organization. Completed surveys will be kept secure and separate from any information that identifies you such as your name. If the results of this study are published, presented, or otherwise made public, no identifying information about you (the respondent) will be used or released.

Benefits: [For respondents who are not ACSN grantees: You will receive a \$25 gift card to thank you for your participation.] After the study has been completed, you will receive a report on the results. Your participation will not result in any other direct benefits to you. Your input will help to provide a better understanding of the systems and networks making positive change in American communities.

Risks: This survey poses few, if any, risks to you and/or your organization.

***PRIVACY ACT NOTICE:** The Privacy Act of 1974 (5 U.S.C § 552a) requires that the following notice be provided to you: The information requested in the AmeriCorps Community Engagement Survey Form is collected pursuant to 42 U.S.C 12592 and 12615 of the National and Community Service Act of 1990 as amended, and 42 U.S.C. 4953 of the Domestic Volunteer Service Act of 1973 as amended, and 42 U.S.C. 12639. Purposes and Uses - The information requested is collected for the purposes of assessing the degree to which grantees engage the communities they serve, as part of a longer term research agenda to evaluate AmeriCorps’ impact on the communities it serves. CNCS also will collect information from grantee partners, which are integral in engaging and serving client communities. Routine Uses - Routine uses may include disclosure of the information to federal, state, or local agencies pursuant to lawfully authorized requests. The information may also be provided to appropriate federal agencies and Department contractors that have a need to know the information for the purpose of assisting the Department’s efforts to respond to a suspected or confirmed breach of the security or confidentiality or information maintained in this system of records, and the information disclosed is relevant and unnecessary for the assistance. The information will not otherwise be disclosed to entities outside of the Corporation for National and Community Service without prior written permission. Effects of Nondisclosure - The information requested is not mandatory.

Contact information: If you have any concerns about completing this survey or have any questions about the study, please contact Dr. Bhuvana’s Sukumar at XXXX@icfi.com or XXX-XXX-XXXX.

Please click the "I CONSENT" box below to proceed to the survey.

I CONSENT

I DO NOT CONSENT

ATTACHMENT D: MAIL SURVEY INTRODUCTION AND CONSENT

<Date>

Re: Help us understand the <Content area> network in your community better

Dear <POC>:

The Corporation for National and Community Service (CNCS) would like to invite your organization to participate in a survey of service organizations in the <community name> area. As we described in an email dated <month> <dd>, 2015, CNCS is partnering with ICF International to conduct this survey that is examining the relationships between organizations focusing on <focus area/shared goal> in your area. While we have a relationship with some organizations who are AmeriCorps grantees, we are particularly interested in the range of organizations in your community working in this issue area.

The survey should take approximately 30 minutes to complete and is voluntary. We will use the information to create “network maps” that show how organizations connect and collaborate with other organizations in your community. Your personal identity will be kept confidential. Completed surveys will be kept secure and separate from any information that identifies you such as your name or role. If the results of this study are published, presented, or otherwise made public, no identifying information about you (the respondent) will be used or released.

We will provide participating organizations a brief report of our findings for your particular community. Your participation will boost the accuracy of our report for your area.

SURVEY INSTRUCTIONS:

Please complete and return the enclosed questionnaire using the prepaid envelop included by <end date of survey>. You may also take the survey online using the information below. Should you have any questions about the survey, please contact the survey contractor (ICF International) toll-free at 1-xxx-xxx-xxxx or send an e-mail to <SURVEYEMAIL@ICFSurveySupport.com> for assistance.

Thank you for your participation.

ATTACHMENT F: PHONE SURVEY INTRODUCTION AND CONSENT

Corporation for National and Community Service Partnership and Collaboration Survey: Phone Consent Script

Include the following variables from the sample file:

- MasterID
- Organization name
- POC name if known
- Respondent Phone #

Introduction:

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INTRO1: Hello, my name is [NAME]. I am calling on behalf of the Corporation for National and Community Service, a Federal Agency, to gather information that will help their AmeriCorps programs better understand relationships between organizations focusing on <focus area/shared goal> in your community.

[INTERVIEWER NOTE, IF NECESSARY: The Corporation for National and Community Service is a U.S. federal government agency that engages more than five million Americans in service through AmeriCorps, Learn and Serve America, Senior Corps, and other national service initiatives.]

[IS RESPONDENT CONTINUING WITH THE INTERVIEW?]

01 YES - CONTINUE
99 TERMINATE

\\ALL\\

CONSENT: Your participation in the study is voluntary. You can decline to participate. If you choose to participate, you do not have to answer any question you don't want to, and you can end the interview at any time. The survey is designed to show how your organization connects and collaborates with other organizations in your community focusing on <focus area/shared goal>. Your personal identity will be kept confidential. Completed surveys will be kept secure and separate from any information that identifies you such as your name. If you have any questions about this survey, I will provide a telephone number for you to call to get more information.

This call may be monitored or recorded for quality assurance purposes.

[INTERVIEWER: IF NEEDED: The interview takes on average 30 minutes depending on your answers.]

[SURVEY VERIFICATION LINE: Will be provided]

1 Person Interested, continue.
99 Suspend [Agent will assign a disposition: Refusal, Callback, etc.]

ATTACHMENT G: EMAIL REMINDER 1

Re: Share your organization's experience...Take the Partnership and Collaboration Survey

Dear xxxx:

Recently, your organization was invited to participate in the AmeriCorps Partnership and Collaboration Survey for the [Corporation for National and Community Service](#). We would like to encourage your organization to participate to improve our understanding of the network of organizations in your community focusing on <focus area/shared goal>.

We would very much like to learn about the relationships your organization has with other organizations in your community. The survey will take approximately 30 minutes to complete and your information is vital to our complete understanding of your community. We will use the information to create "network maps" that show the connections between organizations in your area. After the study has been conducted, you will be invited to a presentation of the results and receive a profile of your community's network, which may assist you in providing services to your community.

Your participation in this study is voluntary, and your personal identity will be kept confidential.

Please click on the link below to complete the survey:

*Web address: <some Individualized URL>

*Access code: [Access code]

For questions or help completing the survey, please contact the survey contractor (ICF International) toll-free at 1-xxx-xxx-xxxx or <Email address>@icfsurveysupport.com

Your prompt attention will be greatly appreciated. Thank you for your participation.

ATTACHMENT H: EMAIL REMINDER 2

Re: Reminder -- Partnership and Collaboration Survey

Dear xxxx:

Recently, your organization received an invitation to participate in the AmeriCorps Partnership and Collaboration Survey for the [Corporation for National and Community Service](#). We are interested to learn about the relationships between service organizations like yours in the <community name> area. We will use the information to create “network maps” that show collaborations between organizations in your community focusing on <focus area/shared goal>. After the study has been conducted, you will be invited to a presentation of the results and receive a profile of your organization’s network, which may assist you in providing services to your community.

The survey will take approximately 30 minutes to complete and your participation is voluntary. Your personal identity will be kept confidential. Benefits: [For respondents who are not ACSN grantees: After completing your survey, you will receive a \$25 gift card to thank you for your participation.]

Please click on the link below to complete the survey:

*Web address: <some Individualized URL>

*Access code: [Access code]

For questions or help completing the survey, please contact the survey contractor (ICF International) toll-free at 1-xxx-xxx-xxxx or <Email address>@icfsurveysupport.com

Thank you for your participation.

ATTACHMENT I: POST CARD REMINDER

Name
Address 1
Address 2
City, State, Zip
Country



**CORPORATION FOR NATIONAL &
COMMUNITY SERVICE**
1201 New York Avenue NW
Washington, DC 20525

Partnership and Collaboration Survey

Recently, your organization was invited to participate in the Partnership and Collaboration Survey via email and U.S. mail. We are interested in the relationships between organizations like yours in the <community name> area focusing on <focus area/shared goal>. We value your organization's experience and would like to hear more about it.

If you have already completed the survey, thank you for your feedback.

If not, the survey will take approximately 30 minutes to complete. We will use the information you provide to create "network maps" that show how organizations connect and collaborate in your community. Your personal identity will be kept confidential.

Your input is vital to our study of the relationships between organizations in your community. A letter of support is available on the CNCS website: <http://www.nationalservice.gov/Partnership-survey-2015>.

To access the questionnaire online, please go to:

<Survey URL>

Access Code: [Access code here]

For questions or help in completing the survey, please contact the survey contractor (ICF International) at 1-8xx-xxx-xxxx or [some Email Address>@icfsurveysupport.com](mailto:<some Email Address>@icfsurveysupport.com). Thank you for your participation.