

**Initial Contact Email – Federal – State – Tribe American Ginseng Working Group
Outreach Questionnaire and Inventory**

November XX, 2017

Dear Members of the Federal - State - Tribe American Ginseng Working Group,

We would like to ask for your assistance. As part of our work for the Outreach Working Group:

1. We are collecting information about the status of ginseng outreach that currently exists.
2. We would like to know what messages are important to communicate to key audiences.
3. Finally, we want to know what materials would help you do your work to communicate with ginseng stakeholders.

Please respond to the questionnaire below and make additions to the attached inventory spreadsheet. We value any input you have. Therefore, if you feel a certain question does not apply to your program, please do not feel obligated to answer it.

Please return the questionnaire and spreadsheet as attachments by email to keri_parker@fws.gov by December 3rd, 2017. Please feel free to call Debbie Gegare, Wisconsin Department of Agriculture (608) 224-5116, or Keri Parker (703) 258-3563 with questions or concerns.

We appreciate your time and consideration.

Sincerely,

The Federal - State - Tribe American Ginseng Outreach Working Group

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Paperwork Reduction Act Statement: We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to help the U.S. Fish and Wildlife Service to support the Federal – State – Tribe American Ginseng Coordinators Group's outreach working group to assess and develop ginseng outreach materials. Your response is voluntary. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control

number. OMB has reviewed and approved this survey and assigned OMB Control Number 1090-0001.

Estimated Burden Statement: We estimate it will take you 30 minutes to complete the questionnaire, including time to read instructions, gather information, and complete and submit the documents. You may submit comments on any aspect of this information collection to the Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 5275 Leesburg Pike, MS: BPHC, Falls Church, VA 22041-3803. Please do not send your survey to this address.