

**APPENDIX B:**

**PARTICIPANT ADVANCE LETTER (EARLY BIRD  
INCENTIVE CONDITION)**

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Date

Dear [Participant Name],

Thank you for agreeing to participate in the YouthBuild Research Project in [MONTH] of [YEAR]! The YouthBuild Research Project is being led by researchers at MDRC and Mathematica Policy Research. The U.S. Department of Labor and the Corporation for National and Community Service are paying for the study. By choosing to be a part of this study, you will help us learn how to provide better services to young people like you.

When you signed up to be a part of the study, you learned that we would contact you to take part in a survey. We are writing to invite you to participate in the survey. The survey will ask you about the things that are going on in your life, including your school and work experiences, activities you may be involved in outside of school or work, your living arrangements and your goals for the future. You can skip any questions you do not want to answer. We hope that you will answer as many questions as possible. We will protect your answers and privacy to the fullest extent under the law.

If you complete the survey within the next four weeks you will receive a gift card worth \$40 as a thank you gift for your participation. If you complete the survey after that time, you will receive a gift card worth \$25. The gift card can be used anywhere that credit or debit cards are accepted.

To learn how to complete the survey online, please see the insert included with this letter. The survey is meant for only you to complete, so please keep your log-in information somewhere safe.

To learn more about the study and the survey, please stay in touch with us through Facebook and Twitter. You can check out our Facebook account at [facebook.com/YouthBuildResearchProject](https://facebook.com/YouthBuildResearchProject). You can also follow us on Twitter: @YBRresearch.

If you have any questions, please call us. Our phone number is 1-855-398-3300. There is no cost for calling this number. You can also send us an e-mail at [survey@youthbuildresearch.com](mailto:survey@youthbuildresearch.com). Thanks again for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,



Scan here to visit our  
Facebook page!

A handwritten signature in black ink, appearing to read 'Shawn E. Marsh', written in a cursive style.

Shawn E. Marsh  
Survey Director

Paperwork Reduction Act Notice: Persons are not required to respond to this collection of information unless this survey displays a currently valid OMB control number (OMB 1203-0503, expires 06/30/2018). Responding to this questionnaire, which seeks to help the U.S. Department of Labor understand how YouthBuild programs are serving disadvantaged youth, is voluntary. Public reporting burden for this collection of information is estimated to average 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to Eileen Pederson, U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Evaluation, Room N-5641, 200 Constitution Avenue, NW, Washington, DC 20210.

**APPENDIX B:**

**PARTICIPANT ADVANCE LETTER (CONTROL INCENTIVE CONDITION)**

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Date

Dear [Participant Name],

Thank you for agreeing to participate in the YouthBuild Research Project in [MONTH] of [YEAR]! The YouthBuild Research Project is being led by researchers at MDRC and Mathematica Policy Research. The U.S. Department of Labor and the Corporation for National and Community Service are paying for the study. By choosing to be a part of this study, you will help us learn how to provide better services to young people like you.

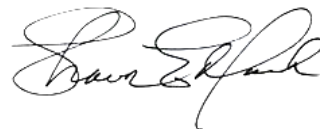
When you signed up to be a part of the study, you learned that we would contact you to take part in a survey. We are writing to invite you to participate in the survey. The survey will ask you about the things that are going on in your life, including your school and work experiences, activities you may be involved in outside of school or work, your living arrangements and your goals for the future. You can skip any questions you do not want to answer. We hope that you will answer as many questions as possible. We will protect your answers and privacy to the fullest extent under the law. To thank you for completing the survey, you will receive a gift card worth \$25, which can be used anywhere that credit or debit cards are accepted.

To learn how to complete the survey online, please see the insert included with this letter. The survey is meant for only you to complete, so please keep your log-in information somewhere safe.

To learn more about the study and the survey, please stay in touch with us through Facebook and Twitter. You can check out our Facebook account at [facebook.com/YouthBuildResearchProject](https://facebook.com/YouthBuildResearchProject). You can also follow us on Twitter: @YBRResearch.

If you have any questions, please call us. Our phone number is 1-855-398-3300. There is no cost for calling this number. You can also send us an e-mail at [survey@youthbuildresearch.com](mailto:survey@youthbuildresearch.com). Thanks again for agreeing to be a part of the study. We look forward to hearing from you soon!

Sincerely,



Shawn E. Marsh  
Survey Director



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