

Follow Up Scripts

Script for follow up email:

Hello _____,

I am writing to remind you to please complete the expenditure survey for the _____ restoration project. I sent you an email on _____ containing a link to the survey. Please let me know if you have had any difficulties accessing or responding to the survey. I would be very grateful if you could have this survey completed within the next two weeks. If this is not possible, please let me know the earliest date you might be able to complete the survey.

Thank you again for your help in assisting with this project. All information gathered will be used in aggregate; your specific expenses will not be listed in the case study. The information you are providing is a critical piece to determining the economic impacts of this restoration project and your help is much appreciated.

Please feel free to contact me at any time with questions.

Sincerely,

Cathy Thomas

US Geological Survey

Script for follow up call:

Hello _____,

This is Cathy Thomas from the U.S. Geological Survey. I am calling in regards to the survey for the _____ restoration project. I sent you an email with a link to the survey on _____. I have not yet received your response and I was wondering if you had any trouble accessing the survey. I would be very grateful if you could please have the survey completed within the next two weeks. If this is not possible, please let me know the earliest date you might be able to complete the survey.

Thank you again for your help with this project. Your information is a critical piece to determining the economic impacts of this project. Please be aware that all of the information you provide will be used in aggregate; your specific expenses will not be listed in the case study.

Please do not hesitate to call or email with any questions regarding the survey.

PAPERWORK REDUCTION ACT STATEMENT: The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. The information that we collect in this survey will help improve agency decision making on individual restoration projects, help prioritize spending across restoration projects, and meet internal guidelines for credible economic analysis. Your response is voluntary. An agency may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a valid OMB Control Number. We estimate it will take an average of 5 minutes to complete this discussion. You may send comments concerning the burden estimate or any aspect of the survey to the Information Collection Clearance Officer, U.S. Geological Survey, 12201 Sunrise Valley Drive MS 807, Reston, VA 20192.