

VISTA Focus Group Communication

Email templates

Confirmation email

Dear [Sponsor name],

Thank you so much for agreeing to participate in the VISTA sponsor focus group discussions. Your input is extremely valuable and we truly appreciate your time. Please see below for the date, time, and phone number for the call. If you have any questions or concerns, please email [Name] at [Email address].

[Date][Time][Call-in number]

Sincerely,

[Name]

Confirmation email for single-site sponsors and sub-site supervisors:

Reminder email

Dear [Sponsor name],

This is a friendly reminder that you are scheduled to participate in a VISTA sponsor focus group discussion on [Date] at [Time]. The call-in information is below. Please email [Name] at [Email address] if you have any questions or concerns, or think you may need to meet at another time.

[Call-in number]

Sincerely,

[Name]

Thank you email

Dear [Sponsor name],

Thank you so much for participating in the VISTA sponsor focus group discussion! We truly appreciate your time and input. If you would like to discuss this experience, or have any additional follow-up thoughts or questions, please email [Name] at [Email address].

Sincerely,

[Name]

Focus Group Discussion Guide Script

Facilitator's welcome, introduction and instructions to participants

Welcome and thank you for volunteering to take part in this focus group discussion for the VISTA Project Implementation Evaluation. We realize you are busy and we appreciate your time.

The purpose of the VISTA Project Implementation evaluation is to identify best practices and challenges experienced by VISTA project sponsors. This focus group discussion will help us to develop a survey that will be shared with project sponsors. Ultimately, this knowledge will be used to improve program

planning, implementation, and the development of technical assistance and training materials, which will benefit sponsors, new staff, and members.

Introduction: This focus group discussion is designed to capture your thoughts about your experiences as a VISTA sponsor. The discussion will take no more than two hours. May I record the discussion to facilitate its recollection? [**Moderator: if yes, switch on the recorder**]

Confidentiality: Despite being recorded, I would like to assure you that the discussion will be confidential. The notes from each focus group discussion will contain no information that would allow individual subjects to be linked to specific statements. Please provide your candid answers. If there are any questions you do not wish to answer or discussions that you do not wish to participate in, you do not have to do so; however please try to answer and be as involved as possible.

Ground rules [For Focus Groups or Large Meetings more than 3 people]

- The most important rule is that only one person speaks at a time. There may be a temptation to jump in when someone is talking but please wait until they have finished.
- You do not have to speak in any particular order.
- When you do have something to say, please do so. There are many of you in the group and it is important that I obtain the views of each of you.
- There are no right or wrong answers.
- You do not have to agree with the views of other people in the group.

Does anyone have any questions before we start? [**Moderator answers**]. OK, let's begin.

Warm up

First, I'd like everyone to briefly introduce themselves. Can you tell us your name, your role in your organization, and how long your organization has worked with VISTA?

[Optional follow-up for groups with 3 or fewer members] Can you briefly describe your current VISTA project? How much of your job is dedicated to VISTA?

Conclusion

Thank you so much participating. This has been a very useful discussion. Your opinions will be valuable in informing our next steps. If there is anything you would like to share with us or have concerns on regarding this discussion, please call or email [Name], whose contact information was provided in your confirmation email. You can also email me directly at [Email address].