

## **ATTACHMENT 2: Email Correspondence with Grantees and Teacher Participants**

### **Grantee Pre-notification**

Dear \${m://FirstName} \${m://LastName},

As a recipient of a grant from NOAA B-WET (Award Number \${e://Field/AwardPanel}), we would like your organization, \${e://Field/Organization}, to participate in our national evaluation system. The evaluation results will provide insight into how we can improve the NOAA B-WET program and tailor our services to you and the teachers and students you serve.

All grantees will receive an online survey at the end of their award year. If your organization provides B-WET-funded professional development (PD) for teachers, we will also collect teacher contact information from you (email addresses only) so that we can survey them following their PD, and again at the end of the school year following their PD. All of the results that are viewed by NOAA B-WET staff will be aggregated at the regional or national level, and we will not review individual organizations' or teachers' results.

Additional information about this project, including background, FAQs, survey instruments, and suggested text for communicating with your teacher participants about this project, is available on the B-WET National Evaluation website here: <http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Thank you in advance for your participation in NOAA B-WET's evaluation system!

Bronwen Rice, NOAA B-WET National Coordinator  
NOAA Office of Education  
[Bronwen.Rice@noaa.gov](mailto:Bronwen.Rice@noaa.gov)  
202.482.6797

You may also contact your regional program manager for more information:

\${e://Field/BWETName}  
\${e://Field/BWETEmail}  
\${e://Field/BWETPhone}

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[\\${l://SurveyLink?d=end%20of%20email}](#)

## Grantee Survey Invitation

Dear \${m://FirstName} \${m://LastName},

You received this email because your organization, \${e://Field/Organization}, is at the end of its NOAA B-WET grant year (Award Number \${e://Field/AwardPanel}). Please provide NOAA with feedback on B-WET's services to you as a grantee and with information on how you implemented your B-WET-funded programs. The questionnaire will take about 30-60 minutes to complete. Please complete this questionnaire in the next 10 days.

### Follow this link to the Survey:

[\\${l://SurveyLink?d=Take the Survey}](#)

Or copy and paste the URL below into your internet browser:

[\\${l://SurveyURL}](#)

Please be completely honest in your responses. YOUR RESPONSES WILL BE ANONYMOUS. None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded programs.

Note that it will not be possible to return to some sections of the survey once they have been completed. A Word version is available if you would like to review and draft responses before completing the online survey: NOAA B-WET Grantee Survey.

More information about the B-WET national evaluation system is available here: <http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact either of the contacts below.

Bronwen Rice, NOAA B-WET National Coordinator  
NOAA Office of Education  
[Bronwen.Rice@noaa.gov](mailto:Bronwen.Rice@noaa.gov)  
202.482.6797

B-WET Regional Coordinator:

[\\${e://Field/BWETName}](#)

[\\${e://Field/BWETEmail}](#)

[\\${e://Field/BWETPhone}](#)

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## Grantee Nonresponse Survey Invitation [New]

We did not receive a response from \${e://Field/ORGANIZATION} feedback as a grantee of the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET).

We recognize this is a busy time of year, but we hope that you will assist us with the evaluation of our programs by completing this very short follow-up questionnaire about your NOAA grant (award number \${e://Field/AwardPanel}). **It should take you about 5 minutes to complete.** Please complete this questionnaire in the next 10 days.

Follow this link to the Survey: SURVEY LINK

The questionnaire asks a few questions about you and your experiences teaching students about water bodies and watersheds, and on your resource and professional development needs.

Please be completely honest in your responses. **YOUR RESPONSES WILL BE ANONYMOUS.** None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve the NOAA B-WET program and tailor our services to you and the teachers and students you serve.

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact:

Bronwen Rice, NOAA B-WET National Coordinator  
NOAA Office of Education  
[Bronwen.Rice@noaa.gov](mailto:Bronwen.Rice@noaa.gov)  
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## **PD and MWEE Teacher Pre-notification**

We are contacting you as a participant in a professional development program provided by \${e://Field/PROJECT} - \${e://Field/ORGANIZATION}, and funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET). \${e://Field/ORGANIZATION} and NOAA would like your feedback on the professional development.

After the professional development, NOAA B-WET will send you an email containing a link to an online questionnaire. The questionnaire will ask for your opinion of the professional development and how well-prepared you feel to teach students about water bodies and watersheds. The questionnaire will take about 20-30 minutes to complete.

At the end of the school year following the completion of the professional development, you will receive a request to complete a follow-up questionnaire. That questionnaire will ask you whether you taught your students about water bodies and watersheds and what additional resources you need.

Your responses will be anonymous. None of the data you provide will be associated with your name or other identifying information.

Additional information about this project, including background and FAQs, is available here: <http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Your feedback is very important and will be used to improve future professional development programs. Thank for you in advance for participating in this survey. If you have any questions, please contact:

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NOAA Office of Education  
[Bronwen.Rice@noaa.gov](mailto:Bronwen.Rice@noaa.gov)  
202.482.6797

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Follow the link to opt out of future emails:  
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\${l://SurveyLink?d=-End% 20of% 20Email- }

## Post-PD Teacher Survey Invitation

You received this email because you are at the close of, or recently participated in, the \${e://Field/PROJECT} professional development provided by \${e://Field/ORGANIZATION}. This professional development project was funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET).

Please provide \${e://Field/ORGANIZATION} and NOAA with feedback on the professional development by completing a post-program questionnaire. The questionnaire asks for your opinion of the professional development and how well-prepared you feel to teach students about water bodies and watersheds. The questionnaire will take about 20-30 minutes to complete. If you never participated in this PD, please let us know by clicking on the link and selecting that response on the third page of the survey. Please complete this questionnaire in the next 10 days.

### Follow this link to the Survey:

\${1://SurveyLink?d=Take the Survey}

Or copy and paste the URL below into your internet browser:

\${1://SurveyURL}

Note that it will not be possible to return to some sections of the survey once they have been completed. A Word version is available if you would like to review and draft responses before completing the online survey: NOAA B-WET Teacher PD Survey

More information about the B-WET national evaluation system is available

here: <http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Please be completely honest in your responses. YOUR RESPONSES WILL BE ANONYMOUS. None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded professional development programs.

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact:

Bronwen Rice, NOAA B-WET National Coordinator

NOAA Office of Education

[Bronwen.Rice@noaa.gov](mailto:Bronwen.Rice@noaa.gov)

202.482.6797

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## Post-PD Teacher Nonresponse Survey Invitation

We did not receive a response from you regarding the professional development provided by [\\${e://Field/ORGANIZATION}](#) and funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET).

We recognize this is a busy time of year, but we hope that you will assist us with the evaluation of our programs by completing this very short follow-up questionnaire. **It should take you about 5 minutes to complete.** If you never participated in this PD, please let us know by clicking on the link and selecting that response on page 3 of the survey. Please complete this questionnaire in the next 10 days.

Follow this link to the Survey:

[SURVEY LINK](#)

The questionnaire asks a few questions about you and your experiences teaching students about water bodies and watersheds.

Please be completely honest in your responses. **YOUR RESPONSES WILL BE ANONYMOUS.** None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded professional development programs.

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact:

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## Post-MWEE Teacher Survey Invitation

You received this email because you participated in the \${e://Field/PROJECT} professional development provided by \${e://Field/ORGANIZATION} in the past. That professional development program was funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET).

You may have already completed a survey at the end of your professional development. This is a FOLLOW-UP survey to provide \${e://Field/ORGANIZATION} and NOAA with feedback on your experiences teaching students about water bodies and watersheds, and on your resource and professional development needs. The questionnaire will take about 20-30 minutes to complete. If you never participated in this PD, please let us know by clicking on the link and selecting that response. Please complete this questionnaire in the next 10 days.

### Follow this link to the Survey:

[\\${1://SurveyLink?d=Take the Survey}](#)

Or copy and paste the URL below into your internet browser:

[\\${1://SurveyURL}](#)

Note that it will not be possible to return to some sections of the survey once they have been completed. A Word version is available if you would like to review and draft responses before completing the online survey: NOAA B-WET Teacher MWEE Survey

More information about the B-WET national evaluation system is available here: <http://www.noaa.gov/office-education/bwet/grantee-resources/national-evaluation>

Please be completely honest in your responses. YOUR RESPONSES WILL BE ANONYMOUS. None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded professional development programs.

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact me.

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## Post-MWEE Teacher Nonresponse Survey Invitation

We did not receive a response from you regarding your use of Meaningful Watershed Educational Experiences (MWEEs) following the professional development provided by [\\${e://Field/ORGANIZATION}](#) and funded by the National Oceanic and Atmospheric Administration's Bay Watershed Education and Training program (NOAA B-WET).

We recognize this is a busy time of year, but we hope that you will assist us with the evaluation of our programs by completing this very short follow-up questionnaire. **It should take you about 5 minutes to complete.** If you never participated in this PD, please let us know by clicking on the link and selecting that response. Please complete this questionnaire in the next 10 days.

Follow this link to the Survey:

[SURVEY LINK](#)

The questionnaire asks a few questions about your experiences teaching students about water bodies and watersheds, and on your resource and professional development needs.

Please be completely honest in your responses. **YOUR RESPONSES WILL BE ANONYMOUS.** None of the data you provide will be associated with your name or other identifying information. Your responses are very important and will be used to improve future NOAA-funded professional development programs.

Thank you for taking the time to complete this questionnaire! If you have any questions or concerns, please contact:

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