

C7: Email follow-up from research team to AAI apprentices for participant survey non-responders

TO: ENROLLEE_FIRSTNAME ENROLLEE_LASTNAME
FROM: AAI Evaluation Email Account
SUBJECT: Please complete the Apprentice Survey

MESSAGE:

Dear «**hname**»:

A few days ago, we sent you an email asking you to participate in a web survey funded by U.S. Department of Labor (DOL) on apprenticeships. The survey will be used to identify what is working well with apprenticeship programs and ways to improve them. According to our records, we have not yet received your completed survey.

To take the survey please click [here](#) or go to [Update](#) and log in with your PIN: «**qkey**».

We would be very grateful if you would please complete the survey right away. It should take about 30 minutes to complete, depending on your answers and you will receive a \$25 gift card to thank you for your time. Your responses are voluntary and no information tied specifically to you will be shared outside the research team.

You may find more information about this study online at [update](#). If you have any questions, please contact us at [phone update](#) or at [email update](#).

Thanks again for participating in this important study!

Sincerely,
TBD

Email Reminder 2

TO: ENROLLEE_FIRSTNAME ENROLLEE_LASTNAME
FROM: AAI Evaluation Email Account
Subject: Reminder – Please complete the Apprentice Survey

Dear «hrname»:

We are writing to ask for your participation in a web survey funded by the U.S. Department of Labor (DOL) that will ask you questions on your experience as an apprentice. You are among a select group of apprentices chosen to respond to this survey because your apprenticeship was affiliated with an organization that received funding from DOL. We recently sent you an email about the survey and according to our records, we have not yet received your completed survey.

To take the survey, please click [here](#) or go to [Update](#) and log in with your PIN: «qkey».

We would appreciate if you would please complete the survey right away. It should take about 30 minutes to complete. You will receive a \$25 gift card as a thank you for completing the survey. Your responses are voluntary and no information tied specifically to you will be shared outside the research team. If you exit the survey before you complete, your answers will be saved and when you re-enter, you will begin where you left off.

For more information about this study, please go to [Update](#). If you have any questions, please contact us at [Phone Update](#) or at [Email Update](#).

Thanks again for participating in this important research study!

Sincerely,
TBD

Email Reminder 3

TO: ENROLLEE_FIRSTNAME ENROLLEE_LASTNAME

FROM: AAI Evaluation Email Account

Subject: There's still time to complete the Apprenticeship Survey

Dear «hrname»:

We'd still like to hear from you! Please participate in a web survey being conducted by the U.S. Department of Labor that will ask you questions on your experiences as an apprentice. We recently sent you a letter via email about the survey and according to our records, we have not yet received your completed survey.

To take the survey, please click [here](#) or go to [Update](#) and log in with your PIN: «qkey».

We would appreciate if you would please complete the survey right away. It should take about 30 minutes to complete it. You will receive a \$25 gift card as a thank you for completing the survey. Your responses are voluntary and no information tied specifically to you will be shared outside the research team. If you exit the survey before you complete, your answers will be saved and when you re-enter, you will begin where you left off.

For more information about this study, please go to [Update](#). If you have any questions, please contact us at [Phone Update](#) or at [Email Update](#).

Thanks again for participating in this important research study!

Sincerely,
TBD

Email Reminder 4

TO: ENROLLEE_FIRSTNAME ENROLLEE_LASTNAME
FROM: AAI Evaluation Email Account
SUBJECT: Final Reminder – Please complete the Apprentice Survey

MESSAGE:

Dear «hrname»:

We're writing once more to encourage you to complete the web survey funded by the U.S. Department of Labor on your experience as an apprentice. We will send you a \$25 gift card in appreciation of your time for completing the survey. Your responses are important and will help identify ways to improve apprenticeships. Ultimately, this will help DOL further develop apprenticeship programs and expand apprenticeship opportunities.

According to our records, you have not yet completed the survey. Please complete the survey by 11:59pm ET on [Day Month XX]. To take the survey, please click [here](#) or go to [Update](#) and log in with your PIN: «qkey».

It should take about 30 minutes to complete the survey. Your responses are voluntary and no information tied specifically you will be shared outside of the research team. If you exit the survey before you complete, your answers will be saved and when you re-enter you will begin where you left off.

You may also complete the survey by phone with an Abt Associates interviewer. To schedule a phone interview, please call [Update](#) and clearly leave your first name, last name, and your PIN: «qkey».

For more information about this study please visit [Update](#). If you have any questions, please contact us at [Phone Update](#) or at [Email Update](#).

Thanks again for participating in this important research study!

Sincerely,

TBD