

## Attachment 2: Email Invitation and Reminder

### ELIT Survey Invitation Email

*Text may be slightly modified by distributing State Education Agencies to personalize messages to respondents.*

Dear [NAME], The Environmental Literacy Indicator Tool (ELIT) is a federally-directed effort to collect information from all public school districts in the Mid-Atlantic region every two years to monitor the status of environmental literacy efforts at a district level. The results from these data help the Chesapeake Bay Program Education Workgroup most effectively support local efforts to implement strategies that support students' environmental literacy.

**We request that you – or the appropriate district staff-person – complete the Environmental Literacy Indicator Tool (ELIT) by [DEADLINE]** to provide important information about activities related to district-wide environmental literacy curriculum and planning activities in your state. The results from these data help the Chesapeake Bay Program Education Workgroup most effectively support local efforts to implement strategies that support students' environmental literacy.

Follow this link to the ELIT questionnaire: [Link] Or copy and paste the URL below into your internet browser: [URL]

**The ELIT takes an average of about 60 minutes to complete**, which includes the time to obtain needed information about district-wide activities. To review the questions ahead of time to help you find the information or identify the right staff person to complete the survey, click here: [link to PDF of survey]

**Who should complete the ELIT for your district?** Only one person per district should complete the ELIT. The best respondent is someone who works at the district-level and has most familiarity with environmental education activities across the district. If your district does not have a position similar to an environmental education coordinator, consider a science curriculum coordinator or similar role. Teachers or individuals familiar with just one school or grade-range would have difficulty completing these questions.

To review the questions ahead of time to help you find the information or identify the right staff person to complete the survey, click here: [link to PDF of survey]

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

Name, State Education Agency  
[signature block]

Shannon Sprague NOAA Environmental  
Literacy Manager [signature block]

## **ELIT Survey Reminder Email**

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Dear [NAME], This is a friendly reminder that we need feedback on the Environmental Literacy Indicator Tool (ELIT) from all public school districts in [STATE NAME]. We have not yet received a response from your district, and want to encourage your district to complete this survey.

The ELIT is a federally-directed effort to collect information from all public school districts in the Mid- Atlantic region every two years to monitor the status of environmental literacy efforts at a district level. The results from these data help the Chesapeake Bay Program Education Workgroup most effectively support local efforts to implement strategies that support students' environmental literacy.

**We request that you – or the appropriate district staff-person – complete the ELIT about district- wide environmental literacy curriculum and planning activities by [DEADLINE].**

Follow this link to the ELIT questionnaire: [Link] Or copy and paste the URL below into your internet browser: [URL]

**The ELIT takes an average of about 60 minutes to complete**, which includes the time to obtain needed information about district-wide activities. On the first page of the survey, you can download a complete copy of the questions to aid you in finding the needed information.

**Who should complete the ELIT for our district?** Only one person per district should complete the ELIT. The best respondent is someone who works at the district-level and has most familiarity with environmental education activities across the district. If your district does not have a position similar to an environmental education coordinator, consider a science curriculum coordinator or similar role. Teachers or individuals familiar with just one school or grade-range would have difficulty completing these questions.

To review the questions ahead of time to help you find the information or identify the right staff person to complete the survey, click here: [link to PDF of survey]

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

Name, State Education Agency  
[signature block]

Shannon Sprague NOAA Environmental  
Literacy Manager [signature block]