

**Using Concept Mapping to Develop a Theory to Describe the Work of  
the National Domestic Violence Hotline with Family and Friends of  
Victims/Survivors – Formative Data Collection**

**Formative Data Collections for Program Support**

**0970 - 0531**

**APPENDIX A.4: Recruitment Email for GCM  
Rating Only Activity**

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Submitted By:

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The rating only email in Exhibit A-4 will be sent to participating stakeholders during the last two weeks of the month of sorting and rating activities if additional participants are needed. The email announces that the rating activity is open and provides the date the activity will close. It will also contain a link to the concept mapping website as well as a user name and password.

#### Exhibit A-4. Recruitment Email for GCM Rating Only Activity

Dear [INSERT NAME],

Thank you very much for participating in group concept mapping!

You are helping us improve services the National Domestic Violence Hotline provides to family members and friends of victims/survivors. This time we would like you to help us by completing a rating activity.

You can use a smartphone, computer, or tablet. Please note that you may return to the website (using the link, username, and password provided below) at any time that is convenient for you until activities close on [INSERT DATE]. After clicking the link, you will see instructions.

LINK TO PARTICIPATE: [INSERT PROJECT LINK]

USERNAME TO PARTICIPATE: (INSERT USERNAME)

PASSWORD TO PARTICIPATE: (INSERT PASSWORD)

**As a reminder, you qualify for participation if you are age 18 or older, not currently in crisis, and a:**

1. Family or friend of a victim/survivor of relationship abuse (e.g., intimate partner violence, dating violence);
2. Victim/survivor; and/or
3. Practitioner/staff who works with families/friends or victims/survivors.

If you have any questions, please contact me at [lacey@emt.org](mailto:lacey@emt.org) or Carol Hagen ([SAF-T project](#) director) at [carolhagen@westat.com](mailto:carolhagen@westat.com). **Thank you!**

*PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to inform the development of a theoretical framework to explain the work of The Hotline as it relates to friends and families of domestic violence victims/survivors. Public reporting burden for this collection of information is estimated to average between 20 minutes to 1 hours per activity per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is XX/XX/XXXX. If you have any comments on this collection of information, please contact Tia Z. Brown, PhD, MPH (Tia.Brown@acf.hhs.gov) or Kriti M. Jain, PhD, MSPH (Kriti.Jain@acf.hhs.gov).*