

## **Initial Recruitment Follow-up Survey Email Template**

**Who will send out the email?** Violence Prevention Integrator/FTAC Coordinator to email Airmen/Guardians

### **How?**

1. Copy the email template and send to Airmen/Guardians
2. Always CC ([XXX@norc.org](mailto:XXX@norc.org)) when you send out initial recruitment email.

### **Email Template below:**

**TO:** First Term Airmen/Guardians

**FROM:** Violence Prevention Integrator/FTAC Coordinator

**SUBJECT:** Wingman Intervention Training (WIT) Program Evaluation Survey – Your Participation is important

Greetings,

NORC at the University of Chicago, at the direction of the DoD Sexual Assault Prevention and Response Office (SAPRO), has designed a survey to assess the effectiveness of various interventions being used across Air Force bases to prevent sexual assault.

It will be very helpful to get your input by completing this survey (link below). The survey is anonymous and takes 15-20 minutes. **No one in your chain of command will see your responses.**

Click [www.xxx.norc.org](http://www.xxx.norc.org) to start the survey.

If you choose to complete the survey, NORC will email you a **\$15 gift code** redeemable on Amazon. If any problems arise, please call 1-877-230-8315 or email the NORC evaluation team below or at [xxx@norc.org](mailto:xxx@norc.org).

Contact information for NORC Evaluation Team:

- Primary Contact: email [xxx@norc.org](mailto:xxx@norc.org) or call 1-234-5678
- Secondary Contact: email [xxx@norc.org](mailto:xxx@norc.org) or call 1-234-5678

Sincerely,

[INSERT VPI Signature/FTAC Coordinator]

## **ISAPPP Reminder Follow-up Survey Email Template**

**Who will send out the email?** Violence Prevention Integrator/FTAC Coordinator to email Airmen/Guardians

### **How?**

1. Copy the email template and send to Airmen/Guardians in the FTAC cohort.
2. Always CC ([xxx@norc.org](mailto:xxx@norc.org)) when you send out survey reminder email.

### **Email Template Below:**

**TO:** First Term Airmen/Guardians

**FROM:** Violence Prevention Integrator

**SUBJECT:** NORC Innovations in Sexual Assault Preventions Pilot Program (ISAPPP) Survey – Your Participation is important

Greetings,

We recently invited you to participate in a survey for an evaluation of the USAF's Innovations in Sexual Assault Preventions Pilot Program (ISAPPP) Evaluation Study. No one in your chain of command will see your responses.

Click [www.xxx.norc.org](http://www.xxx.norc.org) to take the anonymous survey.

If you choose to complete the survey, NORC will email you a **\$15 gift code** redeemable at Amazon.

If any problems arise, please call **1-234-5678** or email the NORC evaluation team at [xxx@norc.org](mailto:xxx@norc.org)

### **Contact information for NORC Evaluation Team:**

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- Secondary Contact: email [xxx@norc.org](mailto:xxx@norc.org) or call 1-234-5678

Sincerely,

[INSERT VPI Signature/FTAC Coordinator]