

Follow-up Initial Recruitment Email

Who will send out the email? The Violence Prevention Integrator or the FTAC Coordinator will email First Term Airmen/Guardians with the link for the survey.

How?

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

Email template below:

TO: First Term Airmen/Guardians
FROM: Violence Prevention Integrator or FTAC Coordinator
SUBJECT: NORC Wingman Intervention Training (WIT) 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 the WIT program.

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 [\[Insert Follow Up Survey Link\]](#) to start the survey.

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

If any problems arise, please call **X-XXX-XXXX** or email XXX@norc.org.

Contact information for NORC Evaluation Team:

- Primary Contact: email xxx@norc.org or call X-XXX-XXXX
- Secondary Contact: email xxx@norc.org or call X-XXX-XXXX

Sincerely,

[INSERT VPI Signature/FTAC Coordinator]

Follow-up Reminder Email

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

1. Copy the email template and send to Airmen/Guardians.
2. Always CC (XXX@norc.org) when you send out the reminders

Email Template below:

Greetings,

We recently invited you to participate in a survey for an evaluation of the USAF's Wingman Intervention Training (WIT) Evaluation Study. No one in your chain of command will see your responses.

Click [\[Insert Follow Up Survey Link\]](#) 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 **X-XXX-XXXX** or email the NORC evaluation team below or at XXX@norc.org

Contact information for NORC Evaluation Team:

- Primary Contact: email xxx@norc.org or call X-XXX-XXXX
- Secondary Contact: email xxx@norc.org or call X-XXX-XXXX

Sincerely,

[VPI or FTAC Coordinator Signature]