

Template emails for recruiting potential survey respondents – updated August 2021

Initial recruitment email

Greetings [ORGANIZATION] members,

The National Institute of Standards and Technology (NIST) Community Resilience Program is investigating the experiences and expectations of **local staff and officials** with respect to **resilience, adaptation, and sustainability planning** in their communities. Responses will help us understand the needs of local communities and inform the development of future tools and support.

We invite you to share your opinions and experiences with us by participating in the following survey, which will take around 20 minutes to complete. Your responses will be confidential and only reported in aggregate.

Survey link: [Insert URL here]

If you have any questions, please do not hesitate to reach out to me (matthew.malecha@nist.gov; 651-334-4048) or the study's Principal Investigator, Christopher Clavin (christopher.clavin@nist.gov; 240-205-5860).

Thank you for your consideration and, to those willing and able, your participation!

Kind regards,
Matthew Malecha
PREP Postdoctoral Fellow
Community Resilience Program | National Institute of Standards and Technology

Follow-up email

Hello again, [ORGANIZATION] members, from the National Institute of Standards and Technology (NIST) Community Resilience Program.

We are writing to follow up on the email we sent in mid-August inviting **local staff and officials** to complete a survey (link) about their experiences, expectations, and needs with respect to **resilience, adaptation, and sustainability planning** in their communities. We would like to capture the widest possible range of communities and perspectives, and want to ensure that everyone who is interested has an opportunity to participate. Your responses will help inform the development of future tools and support.

Sincere thanks to those who have already completed the survey. If you have not yet done so, please follow the link below to get started.

Survey link: [Insert URL here]

Feel free to reach out to me (matthew.malecha@nist.gov; 651-334-4048) or the study's Principal Investigator, Christopher Clavin (christopher.clavin@nist.gov; 240-205-5860), with any questions or concerns.

Thank you,

Matthew Malecha
PREP Postdoctoral Fellow
Community Resilience Program | National Institute of Standards and Technology