

Invited organization nominee e-mail script

Dear <nominee's name inserted here>,

The Centers for Disease Control and Prevention, Division of HIV/AIDS Prevention, is conducting a survey among community-based organizations. Your name was given to us by your organization to complete the Community Based Organization HIV Prevention Needs Assessment Survey on behalf of your organization. We are conducting this survey to determine the interest, current capacity, and anticipated needs of community-based organizations for engagement with biomedical HIV prevention interventions (i.e., pre-exposure prophylaxis, treatment as prevention, and non-occupational post-exposure prophylaxis) as part of their HIV prevention services. This information will be used to develop training and educational resources and tools for use by CBOs such as yours. The survey should take no more than 20-30 minutes to complete. If you would like to participate, please click on the link to be taken to the survey. The survey is anonymous, and the CDC will only collect general information about your organization (i.e., client demographics, services your organization provides, and your anticipated needs). If you **do not** want to participate, you may disregard this email or respond to this email stating you decline to participate. Thank you for your time.

<link to be inserted here>

Regards,

Community Based Organization HIV Prevention Needs Assessment Survey Team