

Message 1 (from CSG)

Sender: CSG
Audience: Working Group Members
Purpose of this e-mail: For CSG staff to inform Working Group members that they will receive an AIR e-mail inviting them to participate in an online survey as part of AIR's evaluation of CAPE-Youth.

Dear CAPE-Youth Working Group Member:

The Council of State Governments (CSG) has partnered with the American Institutes for Research (AIR) to independently evaluate the Center for Advancing Policy on Employment for Youth (CAPE-Youth).

As part of the evaluation, AIR will invite Working Group members to complete an online survey, which will take no more than 10 minutes. The survey will gather your perceptions of CAPE-Youth's resources and support. Your responses and identity will be held confidential by AIR.

You will soon receive an e-mail from a representative of AIR with a unique survey link. As your feedback is essential to inform center improvements, we encourage you to complete the survey at your earliest convenience. Please let us know if you have any questions regarding this request or evaluation.

Kind regards,

[CSG Staff's Signature]

Message 2 (from AIR)

Sender: AIR Team Member
Audience: Working Group Members
Purpose of this e-mail: To invite Working Group members to participate in an online survey

E-mail Subject Line: Invitation to Provide Feedback on Your Experience as a CAPE-Youth Working Group Member

Dear [Name]:

The Council of State Governments (CSG) has contracted the American Institutes for Research (AIR) to conduct an external evaluation of The Center for Advancing Policy on Employment for Youth (CAPE-Youth) program. Accordingly, AIR invites you to complete a 10-minute online survey to gather your feedback about the services and resources offered by CAPE-Youth. Your responses will help the center improve the way it supports employment opportunities for youth and young adults with disabilities.

AIR values confidentiality and will protect your personal information. No one outside the AIR research team will be able to connect your responses to information identifying you, including in our reporting of findings.

To begin the survey, please click this link:

[insert link]

Please contact us with any questions or concerns. Thank you for your time and feedback!

Thank you,

[AIR Signature]