

Message 1 (from CSG)

<b>Sender:</b> CSG
<b>Audience:</b> Working Group Youth Members
<b>Purpose of this e-mail:</b> For CSG staff to inform youth members of the Working Group 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 Youth 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 youth Working Group members and fellows to complete an online survey, which will take about 10-15 minutes. This survey will help us better understand your experience as a CAPE-Youth Working Group member and fellow. 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 improve CAPE-Youth's collaboration with young people like yourself, 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)

<b>Sender:</b> AIR Representative
<b>Audience:</b> Working Group Youth Members
<b>Purpose of this e-mail:</b> To invite Working Group youth 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 and Fellow

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). Accordingly, AIR invites you to complete a 10-15-minute online survey to gather your feedback about your experiences as a CAPE-Youth Working Group member and fellow. Your responses will help CAPE-Youth improve its youth engagement and leadership opportunities.

AIR values confidentiality and will protect your personal information. The AIR research team will make every effort to ensure your responses cannot be connected 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]