

2030 Census: Administrative Data Interview Recruitment Email Templates

CONTACTS TO PARTICIPANTS:

- First contact/initial invite
- Confirmation email
- Week before email reminder
- Day before email reminder
- Day of text

FIRST CONTACT/INVITE

Subject: Availability for Census Bureau Interview on <DATE> and Receive \$40 for Your Participation

Hello,

Thank you for your interest in participating in an upcoming interview for the U.S. Census Bureau. **You are eligible to participate in the virtual, which will take about 60 minutes. You will receive a \$40 e-gift card for participating.** The interview will be conducted by RTI International, a nonprofit research organization, on behalf of the U.S. Census Bureau. The purpose of this interview will be to hear your opinions and perspectives on topics related to the collection of information in the 2030 decennial census.

This virtual interview will be held on <DATE> from <START TIME> to <END TIME>.

At your earliest convenience, please reply to this email and let me know if you are available to participate in this interview at this date, time, and location. If you are available, I will reach back out to confirm your participation and will provide additional information.

Please let me know if you have any questions or concerns about participating. You may also reach me by phone at 919-541-6040.

Sincerely,

[RECRUITER NAME]

CONFIRMATION EMAIL

Subject: Confirmed for Census Bureau Interview on <DATE/TIME>

Hello,

Thank you for agreeing to participate in a virtual interview for the U.S. Census Bureau. Your interview is scheduled for <DATE> from <START TIME> to <END TIME>. **At your earliest convenience, please reply to this email and let me know if you are still available to participate in this interview at this date, time, and location.**

As previously communicated, this interview will be conducted by RTI International, a nonprofit research organization, on behalf of the U.S. Census Bureau. The purpose of this discussion will be to hear your opinions and perspectives on topics related to the collection of information in the 2030 decennial census. You will receive \$40 for your participation.

Please find attached a copy of the consent form. This document covers your rights as a participant and what to expect during the interview. Please review this document before the interview. The interviewer will go over this form prior to the discussion and you will be asked to acknowledge consent at the start of the interview.

If you have any additional questions, or need to reach me before the interview, please reply to this email or call 919-541-6040.

Thank you for your participation!

Sincerely,

[RECRUITER NAME]

REMINDER EMAIL - SENT 1 WEEK BEFORE INTERVIEW

Subject: Reminder for Census Bureau Interview on <DATE/TIME>

Dear [PARTICIPANT'S NAME]:

This is a reminder that you are scheduled to participate virtual interview on <DATE> from <START TIME> to <END TIME>. **If you are no longer available to participate on this day and time, please reply to this email and let us know as soon as possible.**

As previously communicated, this interview will be conducted by RTI International, a nonprofit research organization, on behalf of the U.S. Census Bureau. The purpose of this interview will be to hear your opinions and perspectives on topics related to the collection of information in the 2030 decennial census. You will receive \$40 for your participation.

Please find attached a copy of the consent form. This document covers your rights as a participant and what to expect during the interview. Please review this document before the interview. The interviewer will go over this form prior to the discussion and you will be asked to acknowledge consent at the start of the interview.

If you have any additional questions, or need to reach me before the interview, please reply to this email or call 919-541-6040.

Sincerely,

[RECRUITER NAME]

REMINDER EMAIL - SENT 1 DAY BEFORE INTERVIEW

Subject: Reminder for virtual Interview, DATE/TIME, Receive \$40 for Your Participation

Hello,

This is a reminder that you are scheduled to participate in an interview tomorrow, <DATE> from <START TIME> to <END TIME>.

If you have any additional questions, or need to reach me before the interview, please reply to this email or call 919-541-6040.

Sincerely,

[RECRUITER NAME]