# Appendix C: Local Government System Interview Recruitment/Advance E-mails

## Recruitment E-mail

Subject: TVAP/Aspire Evaluation Interview Invitation for [First initial, Last Name]

Dear [Name],

I hope you're having a good day. As [PRIME RECIPIENT REGIONAL COORDINATOR OR TIER 2 REGIONAL CASE MANAGERS] shared, RTI International is conducting an evaluation of the Trafficking Victim Assistance Program (TVAP) and Aspire: Child Trafficking Victim Assistance Demonstration Program (Aspire). This evaluation is overseen by the Administration for Children and Families' Office of Planning, Research, and Evaluation in partnership with the Office on Trafficking in Persons (OTIP).

As part of this evaluation, we are conducting interviews with personnel representatives from local systems who interact with the TVAP and/or Aspire programs. Interview questions will ask about your experience with TVAP and/or Aspire, including how you've been involved, benefits and/or challenges you've experienced, and potential areas for improvement.

**We invite you or someone from your organization or agency to participate in the interview** to share perspectives and experiences about implementation of the TVAP and Aspire program. Please forward this invite to another person in your organization if you feel they are a better fit for the interview. The participant will receive a $40 gift card as a token of appreciation.

The interview will be held via phone or video conference for **60 minutes**. Please select a time that works best for you using the following link. If none of these days/times work for you, we'd be happy to accommodate your schedule in other ways.

- **Schedule using this link:** [LINK]

Additional information about the interview:

- No preparation is necessary for the interview.
- Your participation is voluntary.
- The information we collect from you is private to the extent permitted by law.
- Your name and other identifiable information will not be connected to what you share during the interview.

- With your permission, we will audio record the interview.

If you have any questions at this time, please don't hesitate to contact the evaluation team [STAFF] at [E-MAIL] or [PHONE] or the overall project director ([STAFF] at [E-MAIL]). Thank you in advance!

# Advance Email

Subject: TVAP/Aspire Evaluation Interview Confirmation for [First initial, Last Name]

Dear [first name, last name]:

Thank you for scheduling an interview with the RTI International TVAP/Aspire evaluation team. **Your 60-minute interview is scheduled for: [insert date and time]**

We look forward to connecting with you. Below are some reminders about the interview and your participation:

- The purpose of this interview is to understand your experience with TVAP and/or Aspire, including how you've been involved, benefits and/or challenges you've experienced, and potential areas for improvement. There are no right or wrong answers—we are interested in hearing your perspectives and experiences, including any challenges and recommendations you have.
- No preparation is necessary for the interview.
- Your participation is voluntary.
- The information we collect from you is private to the extent permitted by law.
- Your name and other identifiable information will not be connected to what you share during the interview. Products developed through this evaluation will include information presented in the aggregate, meaning your responses will be combined with other responses and will not be linked to you. We may use quotes from this interview, but we'll remove identifying information and describe you using general terms like "external collaborator."
- With your permission, we will audio record the interview.
- You will receive $40 as a token of appreciation. When we finish the interview, I'll email you a link to get your gift card.


If you have any questions at this time, please don't hesitate to contact the evaluation team [STAFF] at [E-MAIL] or [PHONE] or the overall project director ([STAFF] at [E-MAIL]). We appreciate your time!

Best,

[RTI POINT OF CONTACT]