

Appendix E: Subrecipient Survey Recruitment E-mail

Recruitment E-mail

Subject: TVAP/Aspire Subrecipient Web Survey Invitation

Hello [Name],

You are invited to participate in a web survey as part of the 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.

You are receiving this invitation because [PRIME RECIPIENT] identified your organization, [ORGANIZATION NAME], as a TVAP and/or Aspire subrecipient that has been active sometime between October 2022 and now. We are inviting up to three individuals per subrecipient organization to participate in this survey. By participating, you will provide valuable insights that will be used to provide timely and actionable recommendations to improve comprehensive case management to individuals who have experienced human trafficking and to ensure your organization's perspectives are represented.

Survey link: [link]

- This link is unique to you and will take you directly to the survey. Please do not share the link.
- **Please complete the survey by [2 weeks from email date].** If you cannot complete the survey in one sitting, use the same link to continue where you left off.
- The survey should take about **35 minutes**.
- You will receive a **\$25 e-gift card** at the end to thank you for your participation.

If you have any questions about the survey or evaluation, contact the evaluation team [STAFF] at [E-MAIL] or [PHONE]. If you have any technical problems with the survey, please contact [SURVEY SPECIALIST] at [PHONE] or [EMAIL].

Thank you for your participation!

[RTI POINT OF CONTACT]