

APPENDIX C.

OUTREACH MATERIALS FOR SIX-MONTH FOLLOW-UP SURVEY

- **EMAIL INVITATION**
- **EMAIL REMINDER**
- **TEXT & SOCIAL MEDIA INVITATION**
- **TEXT & SOCIAL MEDIA REMINDER**

Email Invitation

Subject: Share your experiences-complete the [STUDY NAME] survey!

Dear [PARTICIPANT NAME]:

About 6 months ago you joined the [STUDY NAME] at [GRANT RECIPIENT NAME OR IMPLEMENTATION SITE]. Thank you for your participation and for completing the surveys during that time! As you may remember, we told you there would be an additional follow-up survey. We are writing to ask you to complete the follow-up survey. **You will receive a \$40 gift card for completing this survey as a thank you for your participation.** If you want to do the survey, please go to the link below.

Survey link: **[INDIVIDUAL SURVEY LINK]**

This survey is very similar to the other surveys you completed. It asks about your friends, well-being, relationships, and behaviors. It will take about 20 minutes to complete. It can be completed through a computer, tablet, or a smart phone.

If you have any questions about the survey, you can email [\[STUDY EMAIL\]@mathematica-mpr.com](mailto:[STUDY EMAIL]@mathematica-mpr.com).

Your voice is important! Your answers to the survey questions will help us understand how well programs work for youth in your community.

Again, thank you for participating in this important study. We look forward to hearing from you soon!

Sincerely,

The [STUDY NAME] Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Email Reminder, with varying subject lines:

Subject Line: [STUDY NAME]– waiting to hear from you; **REMINDER: Don’t forget to complete your [STUDY NAME] survey; [FILL FIRST NAME], it is time to complete your [STUDY NAME] survey!**

Dear [PARTICIPANT NAME]:

This is a reminder to complete the follow up survey for the [STUDY NAME].

This survey will take about 20 minutes to complete. You can use a computer, tablet, or a smart phone. **You will receive a \$40 gift card for completing this survey.** If you want to do the survey, please go to the link below.

Survey link: [INDIVIDUAL SURVEY LINK]

The topics on this survey are very similar to the survey you took about six months ago when you joined the [STUDY NAME] at [GRANT RECIPIENT PROGRAM or IMPLEMENTATION SITE].

If you have any questions about the survey, you can email [\[STUDY EMAIL\]@mathematica-mpr.com](mailto:[STUDY EMAIL]@mathematica-mpr.com).

Thank you for your help making this study a success.

Thank you,

The [STUDY NAME] Team



ADMINISTRATION FOR
CHILDREN & FAMILIES

Text/Social Media Invitation:

Hi [PARTICIPANT FIRST NAME]! It's time to complete your final survey for the [STUDY NAME]. You'll get a \$40 gift card for doing the survey. You did the first two surveys about six months ago through the [GRANT RECIPIENT PROGRAM] – this private survey will ask about similar topics to help improve youth programs. [INDIVIDUAL SURVEY LINK]

2nd text: If you have any questions about [STUDY NAME] survey, please email us at [\[STUDY EMAIL\]@mathematica-mpr.com](mailto:[STUDY EMAIL]@mathematica-mpr.com).

Text/Social Media Reminder 1:

Hi [PARTICIPANT FIRST NAME], don't forget to go to [INDIVIDUAL SURVEY LINK] or email us at [\[STUDY EMAIL\]@mathematica-mpr.com](mailto:[STUDY EMAIL]@mathematica-mpr.com) to complete your [STUDY NAME] survey and get your \$40 gift card! It's short, private, and makes a difference. Thank you for your participation!

Text/Social Media Reminder 2:

Hey [PARTICIPANT FIRST NAME], hope you're doing well! It looks like you haven't completed your [STUDY NAME] survey yet. It's short, private, and makes a difference. To complete your survey, use this link [INDIVIDUAL SURVEY LINK]. Once you complete the survey we'll send you a \$40 gift card. Thanks for your participation!

Text/Social Media Reminder 3:

Hey [PARTICIPANT FIRST NAME], your [STUDY NAME] survey will be closing soon. Use the link below to complete your survey and you'll get a \$40 gift card. Thank you! [INDIVIDUAL SURVEY LINK]