EMAIL INVITATION TEMPLATE

Instructions

If you choose to use Qualtrics to gather 4-H Common Measure Instrument responses from 4-H Program participants, please use the template below for emailing the Qualtrics link to them:

Example Email to send to Youth

October \_\_, 20XX

Dear \_\_\_\_\_\_,

Thank you for participating in the “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” (insert TITLE OF PROGRAM – workshop, Spark Club, after-school program, camp, or another event)

Please take 10 minutes to provide us with feedback regarding your experience.

The information you provide helps us evaluate the 4-H program.

The survey can be found at (insert URL). Thank you for completing the survey. The information you provide will not have your name or email attached when submitted.

Sincerely,

Extension Educator – 4-H Youth Development