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**Prenatal – 3rd Grade (P-3) Initiative**

**Collaboration Survey Template Email to Key Stakeholders**

**Instructions:** Please tailor this email to fit your P-3 site. You will need to send this email and the link to the Collaboration Survey to your key stakeholders on or around October 1st. Key stakeholders include representatives from early childhood, K-12 schools, and other community-based organizations that are either currently involved in your P-3 initiative OR whom you would like to involve in your initiative. This is the second annual Collaboration Survey, so you may be inviting key stakeholders to participate who also participated last year, but you may also be inviting key stakeholders who have recently joined your P-3 collaboration. You will have until October 31st to complete the survey.

The link to the Collaboration Survey can be found by going to your P-3 Google Site, clicking on “Collaboration Survey” from your home page, and copying and pasting the link into the body of the email you send out.

The email template introducing the Collaboration Survey to key stakeholders is below:

Dear “[SITE/PROJECT NAME] Key Stakeholder” or “[NAME]”:

As part of the Prenatal to 3rd Grade (P-3) Initiative funded by the Oregon Community Foundation (OCF), we’ve been working with key partners to design and implement new strategies to improve the alignment between early childhood and K-12 systems. In addition to collecting data directly related to these strategies, we’re also collecting information from our key partners about how the collaboration and planning process.

Below, you’ll find a link to the second annual P-3 Collaboration Survey. This survey asks questions about the degree to which the structure and processes of the collaboration are working. All responses will be grouped together and kept strictly confidential. No one outside of our collaboration, the Evaluation Team at Portland State University, and OCF will have access to the information. The survey will take about 15 minutes to complete, and you can any skip questions you are uncomfortable answering. The primary goal of this survey is to learn more about key stakeholders’ opinions based on what they know about the project, and compare results to those collected last year.

**Please complete this survey by 5pm on Friday,** **October 30th.**

[INSERT LINK HERE]

We are looking forward to reviewing the summary of results of the Collaboration Survey so that we can learn more about what’s working with the collaboration as well as where there are areas for improvement.

Thank you for your time.

Sincerely,

[SIGNATURE]