

# Booker T. Washington National Monument

## Email to School Principals for the School-Age Children Respondent Group

The following will be sent via email to school principals five business days prior to on-site collection:

Dear Mr./Ms./Mrs. (Name of school principal):

We are delighted you have agreed to be a part of the evaluation of new exhibits planned for the Booker T. Washington National Monument in Hardy, VA . Your school's participation is a very important part of the exhibit planning process. The feedback we receive from your students will help us determine if the new exhibits successfully communicate the intended main messages and engage students. BOWA will incorporate student feedback in the final exhibit design.

Prior to our collection on (date and time of collection), please reply to this email with the following information:

1. How many students that will participate in the evaluation:

\_\_\_\_\_ are Hispanic or Latino  
\_\_\_\_\_ are not Hispanic or Latino

2. How many students identify themselves as:

(Note, some students may identify themselves in more than one category, so the numbers may add to more than the total number of students)

\_\_\_\_\_ African American or Black  
\_\_\_\_\_ White  
\_\_\_\_\_ Native Hawaiian or other Pacific Islander  
\_\_\_\_\_ American Indian or Alaska Native  
\_\_\_\_\_ Asian

3. How many students that will participate in the evaluation are:

\_\_\_\_\_ Male  
\_\_\_\_\_ Female

Thank you for your time. If you have any questions, please contact me.

Sincerely,

*Kenneth Davis*  
*Contracting Officer*  
*National Park Service*

304-535-6415

**Paperwork Reduction Act Statement:** The Paperwork Reduction Act requires us to tell you why we are collecting this information, how we will use it, and whether or not you have to respond. This information will be used by the National Park Service as authorized by 16 U.S.C. 1a-7. We will use this information to evaluate the new exhibits for Booker T. Washington Monument. Your response is voluntary. When analysis of the questionnaire is completed, all name and address files will be destroyed and will in no way be connected with the results of this survey. A Federal agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. We estimate that it will take about 5 minutes to complete this process. You may send comments concerning the burden estimates or any aspect of this information collection to: Kenneth Davis, 67 Mather Place, Harpers Ferry, WV, 25425; or [Kenneth\\_Davis@nps.gov](mailto:Kenneth_Davis@nps.gov) (email).

**OMB Control Number: 1040-0001**  
**Current Expiration Date: XX/XX/XXXX**