

## **Survey “Heads Up” Email**

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**SUBJECT: Upcoming Survey to Evaluate Impact of 2012 Leadership and Management Seminar**

Dear [First Name] [Last Name], [Position Title]:

In one week you will receive an email invitation to participate in a survey gathering feedback on the effectiveness and impact of the 2012 Leadership and Management Seminar sponsored by the U.S. Department of Education’s Minority Serving and Under Resourced School Division (MSURSD). The Department is interested in determining the value of the seminar and understanding whether your participation in the seminar has had an impact on your institutional role. Your responses will be very valuable to MSURSD in improving its services to you.

When you receive the survey, please take 5-10 minutes to provide your thoughts about the seminar. Use this opportunity to let your voice be heard and know that your input will be instrumental in shaping future seminars and other MSURSD support services.

If you have any questions, please contact Lauren Malone at [lauren.malone@windwalker.com](mailto:lauren.malone@windwalker.com). Thank you for your time.

Sincerely,

Joel V. Harrell, Ed. D.  
Director  
Minority Serving and Under Resourced Schools Division

Please note: If you do not wish to receive further emails about this survey, please click the link below, and you will be automatically removed from our mailing list. [Opt-out link]

## **Survey Launch Email**

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**SUBJECT: NOW OPEN: Survey to Evaluate Impact of 2012 Leadership and Management Seminar**

Dear [First Name] [Last Name], [Position Title]:

As mentioned last week, you are invited to participate in a survey gathering feedback on the effectiveness and impact of the 2012 Leadership and Management Seminar sponsored by the U.S. Department of Education's Minority Serving and Under Resourced School Division (MSURSD). The Department is interested in determining the value of the seminar and understanding whether your participation in the seminar has had an impact on your institutional role. Your responses will be very valuable to MSURSD in improving its services to you.

To take the survey, please click on your personalized survey link below. **This link is for your own use only; please do not share it with anyone else and please do not forward this email.** You can go back to previous pages in the survey and update existing responses until the survey is finished or until you have exited the survey. After the survey is finished, you will not be able to re-enter the survey.

Your survey link: **XYZ**

Please take 5-10 minutes to provide your thoughts about the seminar. Use this opportunity to let your voice be heard and know that your input will be instrumental in shaping future seminars and other MSURSD support services.

If you have any questions, please contact Lauren Malone at [lauren.malone@windwalker.com](mailto:lauren.malone@windwalker.com). Thank you for your time.

Sincerely,

Joel V. Harrell, Ed. D.  
Director  
Minority Serving and Under Resourced Schools Division

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## Survey Reminder Email

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**SUBJECT: REMINDER: Survey to Evaluate Impact of 2012 Leadership and Management Seminar**

Dear [First Name] [Last Name], [Position Title]:

Please don't forget to participate in a survey gathering feedback on the effectiveness and impact of the 2012 Leadership and Management Seminar sponsored by the U.S. Department of Education's Minority Serving and Under Resourced School Division (MSURSD). The Department is interested in determining the value of the seminar and understanding whether your participation in the seminar has had an impact on your institutional role. Your responses will be very valuable to MSURSD in improving its services to you.

To take the survey, please click on your personalized survey link below. **This link is for your own use only; please do not share it with anyone else and please do not forward this email.** You can go back to previous pages in the survey and update existing responses until the survey is finished or until you have exited the survey. After the survey is finished, you will not be able to re-enter the survey.

Your survey link: XYZ

Please take 5-10 minutes to provide your thoughts about the seminar. You will have until **December 7<sup>th</sup>** to submit your survey.

If you have any questions, please contact Lauren Malone at [lauren.malone@windwalker.com](mailto:lauren.malone@windwalker.com). Thank you for your time.

Sincerely,

Joel V. Harrell, Ed. D.  
Director  
Minority Serving and Under Resourced Schools Division

Please note: If you do not wish to receive further emails about this survey, please click the link below, and you will be automatically removed from our mailing list. [Opt-out link]