Format as e-mail or with local unit letter head for hard copy.

Date

Dear Friend,

K-State Research and Extension provides educational opportunities, programs and materials to Kansas residents. We strive to provide educational services to help people improve their lives, their families and their communities.

You have been selected to complete a survey to help prioritize issues that are important to you and your community. Compiled results of the survey will be used for long range planning purposes for state-wide and local programming.

Only a small number of our local residents have been asked to respond, so it is very important that you complete this survey by March 1, 2013. Your participation is valued and will be kept confidential and your answers not associated with your name.

The survey will be administered online at ____URL_____, but will be available in hard copy as well. Please complete and return the survey by _____.

Your completion of this survey indicates your willingness to voluntarily participate in this information gathering. If you have questions about the survey, please contact your local extension agent, _____ at _____ or _____ at 785-532-____. If you have questions about your rights or the manner in which the survey is conducted, you may contact Dr. _____, Chair of the Committee on Research Involving Human Subjects, 1 Fairchild Hall, Kansas State University, Manhattan, KS 66506, at 785-532-____.

Your response will help K-State Research and Extension design quality educational programs for you and your community. Thank you for your help.

Sincerely,

Extension Board Chair

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