

Appendix D

**SAMPLE LETTER TO PAEP PARTICIPANTS
REQUESTING QUESTIONNAIRE PARTICIPATION**

September 5, 1997

Dear Colleagues:

A group of Extension evaluators from Michigan State University and The Pennsylvania State University have contracted with the International Programs Office of CREES-USDA to conduct an evaluation to document the potential impacts in the U.S. from your involvement in the Polish-American Extension Project. The purpose of this study is to assess the costs and benefits of participation for the individual, the CES organization and the communities from which the participants are based. These results will help Extension and other non-governmental organizations provide better information on the kinds of benefits that can result from investments in overseas technical cooperation. The total group of Extension personnel on assignment in Poland from 1990-95 will be asked to participate in this study.

The enclosed survey asks you to provide information about yourself; your assignment in Poland and in Extension prior to your involvements overseas; the nature of your interactions with family, peers, and community representatives while on assignment; perceptions of how the experience has affected you and others close to you; and ways in which you are using the experience in your Extension work at home. We will also be sending a similar questionnaire to your immediate Extension supervisor and eight of you will be contacted to host a site visit so that we can talk with a larger group of your colleagues and clientele. We are also asking you to provide the names and addresses of people in the U.S. that you assisted in linking with people and communities in Poland. We hope to interview a group of these secondary contacts to document their involvements overseas.

The questionnaire will take approximately 30 minutes to complete. We recognize the value of your time and ask that you help us in the hope that the information that you and others provide can help us better document the costs and benefits of Extension involvements internationally. This study has importance to Extension in helping to identify how we can better support personnel in overseas assignments, and it has importance to USAID and other organizations involved overseas in helping to document how such involvements affect U.S. people, institutions, and communities.

Although your participation in this study is important, we also want you to know that it is entirely voluntary. You may choose not to participate at all. You also have the right to refuse to answer any question. However, we would appreciate your participation and answers to all questions in order to minimize the amount of missing information that makes data difficult to analyze. All responses will be kept strictly confidential. The identification number attached to this survey will be used to assist us in keeping track of responses and response rates. No names will be associated with any of the data. Your voluntary agreement to participate in this study will be indicated by completion and return of this questionnaire. If you choose not to participate, please return the questionnaire, and we will not send another.

We would appreciate receiving your completed questionnaire by **September 30, 1997**. Thank you in advance for your assistance.

Sincerely,

Mary P. Andrews, Director
International Extension Programs
Michigan State University

Donald E. Evans
Agricultural and Extension Education
The Pennsylvania State University