

Appendix F

**SAMPLE LETTER TO STATE EXTENSION DIRECTORS  
REQUESTING ON-SITE VISIT PARTICIPATION**

**MICHIGAN STATE**  
**UNIVERSITY**  
**EXTENSION**

January 8, 1998

State Extension Director  
 State Agricultural Extension Service  
 Address  
 City, State, Zip

Dear Salutation,

You are aware that the USDA International Programs Office has commissioned an evaluation of the impact of the *Polish-American Extension Project*. Penn State and Michigan State staff are collaborating in conducting the evaluation. Of the 26 states who participated in sending Extension personnel to Poland, your state was randomly chosen as one of eight states to receive site visits. I am writing to request your approval of involving «state» in this phase of the evaluation study.

We predict that a site visit would include 2-3 days of evaluation staff presence in your state, starting in February or March, 1998. We would want to interview key state administrators (Directors, Deans, Directors of International Programs, Assoc. Extension Directors, and Regional Directors or Department Chairs, depending on the role of target participants). If more than one staff member was involved from your state, we would choose one or two staff members for in-depth visits on-site. We want to talk with administrators, co-workers and support staff in the participant's office, and if from a county setting, would contact one or two local county administrators, advisory committee members and representatives of clientele groups. All interviewees would be advised ahead of time of our interests in interviewing them and would sign a permission form, indicating their consent to be included.

Our intent is to estimate the impact of the experience on the organization, the staff, and the community from which the participant was based. An outline of the types of questions/issues to be explored during the site visit is attached. Also attached is a permission form asking for your signature as an indication of your approval of involving your state in the site visit process. If you have any questions or concerns about such participation, don't hesitate to contact Don Evans (814-863-7069), Mary Andrews (517-353-9890), or Mike McGirr, at CSREES (202-690-1255). We anticipate working with individual participants, in consultation with their supervisors, in selecting an appropriate time for the visit.

We hope you can agree to be a part of this phase of the study. Please return the attached permission form as soon as possible. Thanks in advance for your cooperation.

Sincerely,

Mary P. Andrews  
 Michigan State University

Donald E. Evans  
 The Pennsylvania State University