

# Sample Recruitment Emails - For Professionals

To [Name] –

Our group will be engaging in a planning process to review our local data and make sure that the strategies and programs we fund are matching the needs that show up in our community. We also want to make sure our strategies are effective and evidence-based, and that we, as a community, are able to evaluate whether or not we are getting the results we hope for.

Your participation would be very valuable to the success of this project. Will you consider joining us? The benefits of being a part of this group are having a voice and an active role in making our community a healthier place for our youth and families. [Address the What's in it for me for this person], which we know you value.

Below I have included more information. I would love to speak to you in more detail about this opportunity. Are you available for a quick [phone call, video call, in person meeting] [provide 2-3 time slots you are available] to discuss? I do hope you will be able to join. We need your input!

Thank you for your consideration.

[Signature]

Overview of the project:

- The planning project will run from [Month Year - Month-Year]. Most of the project will be focused on the development of our [X (plan, goal, etc.)]
- We will be having regular accommodate the schedules of everyone participating. You may also be asked to join a work group which will meet in addition to the regular meetings, but you may decline the request.
- This project will support us in developing a [Data-Driven Plan, Evidence-Based Plan, Report to Funders, Grant for Funds, Recommendations] which will be used to [broad community change goals].
- [##] people will be helping lead this effort and will help be responsible for logistics of the project (i.e. communicating with the community, coordinating meeting dates/times/locations). You may be invited to take on a leadership role, but you may decline the invitation.
- We are able to provide [compensation (be specific as to how much, incentives (be specific as to what), food/meals, childcare, translation/interpretation services, transportation, accessibility accommodations] to support your full participation in our meetings,
- After we broaden community representation in the group, we will be:
  - a. Identifying and collecting local data for the planning process
  - b. Analyzing and interpreting the data for selecting priorities
  - c. Selecting Evidence-based strategies that match our priority needs
  - d. Create an Implementation Plan for rolling out the strategies
  - e. Developing our Evaluation Plan so we can track and monitor our success while we implement

Attached you will also find an Overview of the EBPP Process to provide additional context on what we plan to do.

# Sample Recruitment Emails - For Community Members

To [Name] –

We are convening a group to identify needs and barriers in our community and then decide how to best meet those needs or overcome those barriers. We want to make sure our strategies are effective and evidence-based, and that we, as a community, are able to evaluate if we are getting the results we are hoping for.

Your participation would be very valuable to the success of the project as you bring experience and knowledge that is key to having a representative and holistic view on the community and coming up with solutions that will really work for everyone. Will you please consider joining us?

The benefits of being a part of this process are having a voice and an active role in making our community a healthier place for our youth and families. [Address the 'What's in it for me' for this person], which we know you value.

Below I have included more information. I would love to speak to you in more detail about this opportunity. Are you available for a quick [phone call, video call, in person meeting] [provide 2-3 time slots you are available] to discuss? I do hope you will be able to join. We need your voice at the table!

Thank you for your consideration.

[Signature]

Overview of the project:

- The planning project will run from [Month, Year – Month, Year]. Most of the project will be focused on the development of our [X (plan, goal, etc.)].
- We will be having regular [monthly/weekly] meetings that will be scheduled to best accommodate the schedules of everyone participating. You may also be asked to join a work group which will meet in addition to the regular meetings, but you may decline the request.
- This project will support us in developing a [Data-Driven Plan, Evidence-Based Plan, Report to Funders, Grant for Funds, Recommendations] which will be used to [broad community change goals].
- [###] people will be helping lead this effort and will help be responsible for logistics of the project (i.e. communicating with the community, coordinating meeting dates/times/locations). You may be invited to take on a leadership role, but you may decline the invitation.
- We are able to provide [compensation (be specific as to how much, incentives (be specific as to what), food/meals, childcare, translation/interpretation services, transportation, accessibility accommodations] to support your full participation in our meetings,
- After we broaden community representation in the group, we will be:
  - a. Identifying and collecting local data for the planning process
  - b. Analyzing and interpreting the data for selecting priorities
  - c. Selecting Evidence-based strategies that match our priority needs
  - d. Create an Implementation Plan for rolling out the strategies
  - e. Developing our Evaluation Plan so we can track and monitor our success while we implement

Attached you will also find an Overview of the EBPP Process to provide additional context on what we plan to do.