[Date]

# Dear [name of Project] staff member:

Enclosed in this packet is a brief, anonymous survey. This survey will help us learn about your opinions and experiences with [name of Project]. At this time, we are giving this survey to crisis counselors (outreach workers) and team leaders who have been working with [name of Project] for one month or longer. If you have not been working at the project for at least one month, please turn this packet back in. We will be doing this survey again in a few months and will seek your opinion at that time.

As direct service providers, you experience firsthand the effectiveness of the program we have put into place. We want your opinion about the training, resources, and opportunities for support provided to you on the job. We also want to know how you view the quality of services the project provides. We know that you, as someone on the front lines, understand the project through your direct experience, which makes your feedback especially helpful and relevant. In addition, there is a portion of the survey that checks in with you about the stress this job can sometimes bring. If you feel you need some additional support, please call [phone number].

You will be taking this survey anonymously and therefore will not be asked for your name or any other identifying information. Surveys can be scanned and sent electronically to [dtac@iqsolutions.com](mailto:dtac@iqsolutions.com).

The results will only be given for large enough groups of crisis counselors to make sure that no one counselor is identified. These steps are taken so that you may freely express your honest opinion.

We encourage you to fill out this survey and send it in by [date]. However, your participation in this survey is completely voluntary. You will not be penalized if you choose not to participate. Also, you should feel free to leave any question blank that you do not care to answer.

Your opinions about your experiences with [name of Project] are important to us. Thank you for taking the time to complete this survey.

Sincerely,

[Name of Project Director]

[Name of Project]