# Template for SRAE Survey Letter to Site Administrator

[use your agency’s letterhead]

Dear [insert site administrator name]:

[Insert agency name] receives funding from the New York State Department of Health (NYSDOH) to implement the Sexual Risk Avoidance Education (SRAE) initiative. The SRAE initiative expands primary prevention efforts aimed at decreasing the incidence of risky sexual behaviors among adolescents. SRAE supports evidence-based programs (EBP) that have been shown to be effective at delaying sexual initiation, reducing pregnancy, and increasing contraceptive use among sexually active youth. As a sub-awardee funded through the NYSDOH as part of the SRAE initiative, we are proud to be implementing SRAE programing as part of this statewide effort to improve the health and well-being of adolescents.

Thank you for your willingness to have us, [insert agency name], implement SRAE programming in your organization. As you know, we will be implementing [insert EBP name] over [insert number of sessions and week] this [fall/spring/academic year].

I am requesting your permission to invite youth who are participants in the SRAE program to complete entry and exit surveys as part of the statewide evaluation of the SRAE initiative. The surveys, which are required as part of SRAE programming, will help to understand youth experiences and effective ways to reduce risk behaviors.

Please see the attached sample surveys. A “Parent Information” sheet (attached) is provided; this will serve as a passive consent form. Youth participants and their parents will be informed that completion of these surveys is voluntary and that all survey responses will be anonymous. Parents and youth always have the right to not agree to complete the survey. If they do not agree to complete the surveys, these youth can still receive SRAE programming, but they will not be asked to complete the entry and exit surveys.

Youth who are participating in the surveys will be asked to complete the entry survey on the first day of programming and the exit survey on the last day of programming. SRAE staff will provide an environment to ensure that all survey responses are kept private and confidential while they are completed and collected. The anonymous responses will only be analyzed at the aggregate level, with no individually-identifying information.

I look forward to receiving your permission to use the surveys as part of our SRAE programming in your organization. If you grant permission, please send me an email at (insert e-mail) and indicate that you grant permission. Please contact me at (insert phone number and/or e-mail) if you have any questions or need additional information about the pre and post surveys.

Sincerely,