



Dear ACHA-NFSHA Web Surveyor,

Thank you for choosing to participate in the ACHA-NFSHA and placing your order for a web survey administration. Important information for web surveyors follows. Please save this information for your records.

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- Determine survey methodology, sampling strategy, available incentives and how you will explain privacy/document consent of the participants.
- Determine your desired survey launch date, anticipated recontact dates for non-responders, and desired survey close date. ACHA recommends that you recontact non-responders five times.

We recommend that reminder messages are sent 3-4 days apart, with the final message sent 3-4 days before the scheduled survey closing date. Once you determine these dates, please e-mail the ACHA-NFSHA Program Office at tklenner@acha.org

following your requested schedule.

- Once your campus survey is launched, you will be sent a link to an online report that will allow you to monitor your survey submission number. You will be asked to confirm your reminder message dates and survey closing date. Your invoice will also be generated and e-mailed to the person indicated in the “bill to” portion of the order form.
- If you want to add or change any of your recontact dates, you must confirm with your staff contact at the ACHA-NFSHA program office **24** before you want the e-mails sent.
- If you need to add additional faculty/staff to your sample after your survey has launched, only the fee is charged when adding additional contacts while staying within the same sample size tier. If the additional contacts added brings the total number of contacts into a new sample size tier, the school must pay the participation tier difference plus the fee. See fee schedule for pricing.
- If you are contacted by faculty/staff during the survey period who:
Inadvertently deleted their invitation before participating – Tell them not to worry, as all non-responders will receive a reminder message (if you have scheduled one). Note that this is the only way a faculty/staff will get another copy of the email with survey link, ACHA cannot provide individuals with individual

complete. No data or reports will be released by ACHA until all required documents are on file.

- If you are offering an incentive in t

ACHA-NFSHA Letter of Introduction/Consent Template

Instructions: Please customize the text below in red for your particular campus and then change all text back to black. We will not send a survey invitation that

(campus contact person) and the American College Health Association

If you do not want to receive reminder messages about completing the survey, please click here to remove yourself from the survey mailing list:
(ACHA to insert unsubscribe link here)