

YEP: Interview Scheduling Templates

Initial outreach

Subject: Invitation to Youth Engagement in Policy Advocacy small group interview – Response requested by [DATE]

Hi [NAME],

I hope this email finds you well! I am reaching out on behalf of the Youth Engagement in Policy Advocacy (YEP) team to invite you to participate in a 90-minute, virtual small group conversation. We received your name and contact information from [Research Group member's names]. They shared that you were interested in learning more about our project. We're excited to bring together a small group of [YOUTH/STAFF] who have experience working with [NAME OF ORGANIZATION] to engage youth in policy advocacy as it relates to [INSERT IDENTIFIED POLICY WIN].

During the conversation, we will focus on these topics related to your experience working with [NAME OF ORGANIZATION] on this effort:

- How youth have been engaged to support policy advocacy and change efforts
- What factors contribute to youth engagement opportunities
- How youth engagement has influenced policy advocacy efforts and outcomes

We are extremely interested in learning more about your experience and are hoping you will be available to join. As a thank you for your time, we will be providing you with a \$50 electronic gift card.

Would you be able to respond with your availability for each of these times by [DATE (i.e., one week from initial email)] so we can select the time that would work for most participants? If these times don't work for you but you're interested in participating, please let me know.

[PROVIDE 3-4 SUGGESTED TIMES THAT WORK WELL FOR THE FACILITATOR]

We understand that this may be a busy time, so please know that your participation is voluntary, and we are happy to answer any questions! Our role is to support the Hilton Foundation in learning more about how youth are engaged in policy advocacy efforts and the outcomes of those efforts to further the knowledge about youth engagement. Please let us know if you do not wish to be contacted by email (or at all) regarding participation in our research activities.

Thank you in advance for sharing your time and perspectives with us.

Best,

[NAME], on behalf of the Youth Engagement in Policy Advocacy Research Team

If you have questions about the [Authentic Youth Engagement in Policy Project](#), please contact co-Principal Investigators Amy McKlindon at amcklindon@childtrends.org and Samantha E. Holquist at sholquist@childtrends.org.

This study is supported by the Conrad N. Hilton Foundation through its Foster Youth and Opportunity Youth Initiatives.

Follow up when we haven't heard back

Hi [NAME],

I hope this email finds you well. I am following up on the email below regarding an invitation to participate in a 90-minute, virtual conversation consisting of [YOUTH/STAFF/PARTNERS] who have worked with [organization name] as they engaged youth in policy advocacy. Please let us know if you would be available to participate during any of the dates and times listed below, or if a different time would work for you. Also let us know if you do not wish to be contacted by email (or at all) regarding participation in our research activities.

Best,

[NAME], on behalf of the Youth Engagement in Policy Advocacy Research Team

Calendar invitation

Thank you for making the time to speak with us! The virtual conversation on youth engagement in policy advocacy at [organization name] will be held on [DATE] from [TIMEFRAME in their time zone] via Microsoft Teams.

We will gather your reflections and insights on each of these topics, as they relate to your experience working with [organization name]:

- How youth have been engaged to support policy advocacy and change efforts
- What factors contribute to youth engagement opportunities
- How youth engagement has influenced policy advocacy efforts and outcomes

Please join using the meeting details below! You have the option of joining by video (using the link) or audio only (using the call-in details).

If you need to join the Microsoft Teams meeting in your web browser, please:

- Select Join the meeting now in this email invitation
- Choose Continue on this browser or join on the Microsoft Teams app
- Select Join now
- Allow your web browser to use your microphone and/or camera

If you are not comfortable with using Microsoft Teams and would like support joining the meeting, please let us know and we can schedule a time ahead of the meeting to assist you!

If you have any questions, please feel free to reach out to [staff name and email].

Thank you!

[NAME], on behalf of the Youth Engagement in Policy Advocacy Research Team

[TEAMS INVITE]

Reminder email

Hello!

We're looking forward to speaking with you all on **[DATE]** from **[TIMEFRAME in their time zone]** via Microsoft Teams. To join the conversation, please use the meeting details included in the invitation below. If you have any questions or concerns, please do not hesitate to reach out to **[staff name and email]**.

All the best,

[NAME], on behalf of the Youth Engagement in Policy Advocacy Research Team

If you need to join the Microsoft Teams meeting in your web browser, please:

- Select Join the meeting now in this email invitation
- Choose Continue on this browser or join on the Microsoft Teams app
- Select Join now
- Allow your web browser to use your microphone and/or camera

If you are not comfortable with using Microsoft Teams and would like support joining the meeting, please let us know and we can schedule a time ahead of the meeting to assist you!

[TEAMS INVITE]

Post-interview thank you

Dear **[NAME]**,

Thank you again for taking the time to share your insights during today's conversation on youth engagement in policy advocacy! The information you shared will be very helpful as we continue to learn more about what youth engagement in policy advocacy looks like.

As a small way of thanking you for your time, please find a link below to redeem a \$50 gift card through Giftbit. You'll be able to select a retailer of your choice, and we've included some frequently asked questions on how to redeem and use your gift card. **Please claim your gift card within 90 days or this link will expire.**

[Add link here]

We look forward to sharing our learnings in a future report and webinar!

Many thanks,

[NAME], on behalf of the Research Team

Gift Card General Information & F.A.Q.

1. After I claim a gift card, will a physical card be shipped to me?

No, all cards are virtual and therefore will not be mailed to your residence. However, retailer gift cards may be printed out or saved on your phone to make in-store purchases. After you claim a retailer gift card, you will be given various options on how to save the card details.

2. Can the Visa Incentive Virtual Card be used in-stores?

No, the Visa Incentive Virtual Card cannot be used to shop physically in a store. It can only be used to shop online at a US-based retailer.

3. What other restrictions apply to the Visa Incentive Virtual Card?

The Visa Incentive Virtual Card does not allow for a purchase to be split/combined between multiple forms of payment. This means the purchase amount cannot exceed the available balance of your Visa Incentive Virtual Card. Additionally, the Visa Incentive Virtual Card cannot be added to an Apple or Google Pay account.

4. Will my gift card expire?

Please claim your gift card within 90 days.

Once claimed, retailer gift cards typically do not expire but if there is an expiration date, it will be specified once you have claimed the gift. Please refer to the card terms & conditions for details about expiration. (The Visa Incentive Virtual Card expiration date is provided once claimed. It typically will expire 6 months from the date you claim it, at midnight UTC on the last day of the displayed month. Alternatively, you can see exactly how many days you have left to spend the balance when you check the card balance.)