

## YEP: Sample Research Group Member Welcome Email

Hi [name],

My name is Alyssa Scott and I work at Child Trends, a research organization focused on helping children, young people, and their families thrive. We're partnering with the Hilton Foundation to lead a study about how youth are involved and engaged in policy with some of their grantees. I'll be leading the research group, which you've been nominated for, and I'm so excited to work with you!

Before we get into the logistics of signing contracts and figuring out how you'll be paid, I thought it would be good to share some details about what you'll do as part of the research group. You'll be paid \$100/hour for up to 40 hours during the project – March 2024 to January 2025. And these are some of the things you'll be asked to do:

- attend meetings monthly, to be scheduled based on all research group members' availability
- provide feedback on the research questions and design
- partner with Child Trends research staff to collect information about how Hilton Foundation grantee organizations involved and supported youth in policy advocacy efforts
- interpret information about how Hilton Foundation grantee organizations involved and supported youth in policy advocacy efforts
- provide feedback on study findings
- provide feedback on written products sharing study findings
- provide guidance and support the dissemination of study findings

As part of signing contracts and setting up a way to pay you, you'll be in communication with other staff members at Child Trends who will ask you to fill out a W-9 tax form and to share ACH direct deposit information, which is an account number and routing number from your bank account. We do this so we can transfer money to you directly for the hours you work.

**Before officially starting that process, do you have any questions for me? If not, feel free to reply letting me know you're ready to get started!**

Thanks,

Alyssa

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

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