 **Example:**

**Pre-Survey email**

**Date**

**Dear (name of department) personnel:**

Within a few days, you will be provided an opportunity to participate in a confidential survey about diversity and inclusion in our department. This survey was initially created by the International Association of Fire Chiefs (IAFC) and through researchers at Oklahoma State University (OSU) as part of a SAFER grant to assist departments with recruitment and retention. This survey was created to assist departments like ours to first ensure that we are doing what we can to create an inclusive and safe environment for everyone that volunteers with us. In doing this we hope to gain insight into ways we can improve our department, so that we continue to do better, and be better for our firefighters and the community we serve.

You will be receiving information from (**Enter name of person who will send the survey here**) about how to access the survey. The survey will take about 25 minutes to complete. It is voluntary, although I encourage your participation and involvement in this effort. It is a tangible way for you to help shape the future of the (**Enter Dpt here**).

I want to emphasize that this is a confidential survey. Leadership will NEVER be provided the answers of individual members that participate in the survey. The resulting data and the organizational-level trends that will be analyzed will be held within a Google Form and that information will be reported to department leadership.

The survey will ask questions about the culture in our department with regard to cultural inclusion and how well we currently work, lead, and communicate with each other. The survey also asks about the level of trust and flexibility within our organization.

It is important for our department that each one of us participate in the survey, and that you provide a truthful and candid perspective, based on your perceptions about things that are happening today. If we can obtain a good snapshot of where we are today, we can gain an accurate understanding and better plan our next actions, priorities, and continue our work to further evolve our culture.

**Sincerely,**

**Whoever is sending the survey and their contact information here**