

PRELIMINARY “HEAD’S UP” EMAIL

We recommend notifying your board members about your upcoming survey at least 1-3 days before the scheduled launch date. We’ve included a sample message below. You’re welcome to use this language or edit as you see fit.

Subject: Upcoming Assessment for **[your org’s name]**

Email Message:

Dear **[participant(s)]**,

I hope this email finds you well! As you know, **[org name]** has decided to conduct a(n) **[chosen survey type]**. This confidential survey will be completed using BoardSource’s online tool.

You will receive an invite email on **[launch date]** from “BoardSource Assessments” and email surveys@boardsource.org with the subject **[org name] [chosen survey type] [year]**. Please make sure that surveys@boardsource.org is marked as a safe sender in your security settings so that there is no delay in receiving your survey.

Expect to take around 30 – 45 minutes to complete the survey. Please complete the survey as honestly and with as much detail as possible. The results will help us identify areas of strength and areas where support is needed. The survey link you receive will be tied to your personal survey responses and should not be shared with others.

If you have any questions, please reach out to me and I’ll be happy to assist. If you do not receive an email by **[day after BoardSource launch]**, please let me know (in case it was caught in your spam filter).

Thanks, in advance, for your prompt response to the survey!

[your signature]