

## **PY 2018 PRE-SURVEY LETTER TO PARTICIPANTS TO BE MAILED BY SUB-GRANTEES/ LOCAL PROJECTS**

### Instructions for Preparation of Chinese and Korean Pre-Survey Letters

Attached is the draft pre-survey letter in Chinese and/or Korean for your sub-grantees to send to those Chinese and/or Korean participants who were selected for the participant survey. You previously received the entire participant sample, including the identification of Spanish, Chinese, and Korean LEP participants. The Chinese and Korean letters are in .pdf format to prevent their corruption when transmitted electronically. The drafts already contain the appropriate grantee name in the body of the text. The Chinese and Korean letters are prepared identically.

The pre-survey letters should be printed on original sub-grantee letterhead and signed in blue ink by the sub-grantee director. The sub-grantee will need to add the participant's name and address above the salutation, the last name of the participant to the left of the salutation, and the signature of the director above the closing. There should be adequate room for these elements, as well as for any letterhead logo.

For the salutation, enter the participant's last name to the left of the Chinese or Korean characters in the first line of the letter. For the Chinese letters, the colon will be the last item on the right of that line. The Korean letters do not have a colon after the salutation, so the salutation will be the last item on the first line of the letter. For the closing, type the director's name and title immediately above the Chinese or Korean characters at the end of the letter. The signature goes between the body of the letter and the typed name of the director.

There are three ways sub-grantees can add these elements:

1. If the sub-grantee has Adobe Professional, it can edit the letter in Adobe before printing it on its letterhead.
2. It can print the letter as it is in .pdf directly onto letterhead and then create a Word file with the internal address, salutation, and closing. It would then print the letter a second time over the body of the letter printed from the pdf file. This will take some experimentation to get the spacing correct.
3. It can skip the internal address, write the participant's last name by hand in the salutation, and have the director just sign the closing without printing his or her name.

Please provide this letter and these instructions to the appropriate sub-grantees. **Do not have them mail the letters until we give you the date.**

If your sub-grantees need any assistance with this letter, they may contact Barry Goff at [bgoff@charteroakgroup.org](mailto:bgoff@charteroakgroup.org).