Outreach Worksheet

1. **Think about the different communities you interact with**
	1. Such as your college, department, RSOs, friend groups, online networks
2. **What communication resources are a part of those communities?**
	1. Like newsletters, emails, zines, forums, social media, etc.
3. **Who’s responsible for distributing those resources?**
	1. Contact them and ask if they can share your survey.

(Go through the normal distribution system even if you already have access to people’s contact information, this keeps the process equitable and accessible)

**Tips**

* Let people know the surveys are completely anonymous
* To keep them anonymous, avoid discussing the answers with anyone
* However, you can welcome feedback on the larger process and design
* You shouldn’t offer incentives in exchange for taking the survey
* But you can be nice to people
* These surveys are intended for UIUC students

**Example**

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| --- | --- | --- | --- | --- |
|  | **Name** | **Social Media** | **Contact Name** | **Contact Information** |
| RSOs | Kite Flying Club |  KFC insta (@luvkites) | Marie (team captain) |  540-234-5678 |
| Yung Chefs |  Myspace (www.url.com) | Gerden Rermsey (social media intern) |  itsgerden@food.net |
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| College |  Dept. of Learning |  Facebook (@school) | Ellen (Admin. asst.) | ellen@luvschool.edu |
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**Survey Outreach**

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| --- | --- | --- | --- | --- |
|  | **Name** | **Social Media** | **Contact Name** | **Contact Information** |
| Registered Student Organizations (RSOs) |  |  |  |  |
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|  |  |  |  |
| College |  |  |  |  |
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| Department |  |  |  |  |
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| Program |  |  |  |  |
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| Non-RSO On-Campus Clubs and Organizations |  |  |  |  |
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**Interview Outreach**

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|  | **Radical Illini** | **Organization Alum** | **Family/Friend Alum** | **Contact from Site Visit** | **Contact from Archival Report** |
| Contact 1 |  |  |  |  |  |
| Contact 2 |  |  |  |  |  |