

# Outreach Worksheet

**1) Think about the different communities you interact with**

- a) Such as your college, department, RSOs, friend groups, online networks

**2) What communication resources are a part of those communities?**

- a) Like newsletters, emails, zines, forums, social media, etc.

**3) Who's responsible for distributing those resources?**

- a) 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**

	Name	Social Media	Contact Name	Contact Information
RSOs	Kite Flying Club	KFC insta (@luvkites)	Marie (team captain)	mariekfc@illinois.edu
	Yung Chefs	Myspace (www.url.com)	Gerden Rermsey (social media intern)	itsgerden@food.net
College	Dept. of Learning	Facebook (@school)	Ellen (Admin. asst.)	ellen@luvschool.edu
	Dept. of Kinesiology(Iowa State) Was at Illinois at one point.	Twitter (@Gabiella_Mcl)	Post-Doctoral Research Associate	Gmclough@iastate.edu
	Department of Kinesiology & Community Health(UIUC from 2013-2018)	Courtney J.W. Fecske(Linkedin)	Assistant Professor	cowesima@iu.edu

**COMPLETE Your Survey Outreach Plan Below:**

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

**Interview Outreach [will be conducted by phone, Zoom, etc.]**

		Organization Alum	Family/Friend Alum	Contact from Site Visit	Contact from Archival Report
Contact 1					
Contact 2					