

Sample memo to campus officer enlisting support for in-class survey administration.

October 15, 2015

Eric S. Davidson Ph.D.
President
Local University

Dear President Davidson:

The Drug Education Program on our campus recently received a funding opportunity from the Illinois Higher Education Center to administer the Core Alcohol and Drug Survey on this campus. This survey instrument is specifically designed to assess AOD use behaviors, as well as support our programming efforts.

We need to conduct the survey assessment no later than April 30th, and our only viable option for conducting the survey, cost-wise and personnel-wise, is through regularly scheduled classes. This can be accomplished with a minimum of interruption to the classes by using trained survey administrators which we will provide.

Experience on other campuses has shown that administration of the survey is most successful when the in-class survey has the endorsement of the president or other high-ranking academic official. A memo from you to the instructors of the classes selected for on-site administration of the surveys calling for 30 minutes of their class time to conduct the survey is crucial.

Drug and particularly alcohol use continues to be a major problem on the nation's campuses. This funding opportunity helps us address this problem on our campus. Furthermore, for colleges and universities to receive federal support of any sort, including grants and scholarships, they must be in compliance with mandates for drug and alcohol programs and policies, which this survey will help us meet.

This survey will provide valuable information to the college about use, consequences, opinions, and attitudes regarding alcohol and drugs by our students. We enlist your support in making this survey project a success.

Sincerely,

Dave Closson, Director
Drug Education Program
Local University