**Appendix E: Sample Email Invitation & Sample Consent Form**

**Sample Email Invitation/Listserve Announcement**

The [name of group] is sponsoring a focus group session to learn from current and former foster youth about your experiences on our campus. The information you share will be kept anonymous and will be used to improve campus supports to foster youth. We will also share what we learn from you with other campuses and other advocates of foster youth. You are the experts, and we want to hear from you!

Please contact [name of focus group facilitator] at [email, phone] with questions and to RSVP. A snack and drinks [or lunch/dinner] will be provided. [If a gift certificate is also provided: We are happy to be able to offer you a gift certificate for ($x for store name) to thank you for your time and expertise.]

*When:* [date and time]  
*Where:* [location]

**Sample Consent Form**

Consent to Participate in Focus Group

You have been asked to participate in a focus group sponsored by [name of group]. The purpose of the group is to learn from current and former foster youth about your experiences on our campus. The information you share will be kept anonymous and will be used to improve campus supports to foster youth. We will also share what we learn from you with other campuses and other advocates of foster youth. You are the experts, and we want to hear from you!

You can choose whether or not to participate in the focus group and stop at any time. Although the focus group will be tape recorded, your responses will remain anonymous and no names will be mentioned in the report.

There are no right or wrong answers to the focus group questions. We want to hear many different viewpoints and would like to hear from everyone. We hope you can be honest even when your responses may not be in agreement with the rest of the group. In respect for each other, we ask that only one individual speak at a time in the group and that responses made by all participants be kept confidential.

I understand this information and agree to participate fully under the conditions stated above:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_