**D.1 Invitation E-mail for Students**

***[Tailor your e-mail to meet your college’s needs and your president’s communication style.]***

To: [student e-mail address]

Cc: *[if applicable]*

Subject: Student Focus Group Discussion at [Name of College]

Dear [Name]:

Your success as a student at [Name of College] is very important to us. We know that many of our students face significant challenges in their efforts to achieve their educational goals. Therefore, the faculty and staff are very interested in learning what we can do to help students stay enrolled in college and have a successful and satisfying experience.

To help us determine what programs and services the college already has in place that are particularly helpful to you, and also to help us identify ways to improve programs and services, we need to hear from you. To learn about your experiences at [Name of College] and hear your opinions, we invite you to participate in a 90-minute group discussion with six to nine other students. As a token of our appreciation for your participation, you will receive *[insert amount or type of stipend]*.

Details on the group discussion are as follows:

Date:

Time:

Place:

Directions:

Refreshments *[and day care, if applicable]* will be provided!

Since we are talking with a limited number of people, the success and quality of our discussion will depend on the full participation of the people who attend. Please contact <name> at <phone number> or <e-mail address> to confirm your attendance.

*[You may want to include a sentence explaining that this focus group is tied to your college’s participation in Center surveys. You may also want to direct students to the Center’s website (*[*www.cccse.org*](http://www.cccse.org)*) or your college’s website for more information.]*

We look forward to seeing you on [Date].

Sincerely,

[President’s Name]