

## **Contacts to be employed in implementation of the survey**

### **Advance letter for communities profiled in Sepez et al (2005)**

<DATE>

John Smith  
123 Main Street  
Anywhere, USA 12345

Dear <Name>,

The National Oceanic and Atmospheric Administration (NOAA) is conducting a study to learn more about Alaskan fishing communities, such as yours. The information we collect will improve the quality of information available about communities, and provide a more holistic profile of the way they are tied to fisheries, in an updated version of the *Community Profiles for North Pacific Fisheries – Alaska*. You can view the profile that was done for [COMMUNITY NAME] at <http://www.afsc.noaa.gov/REFM/Socioeconomics/Projects/CPU.php>.

You have been identified from publicly available sources as someone with in-depth knowledge about [COMMUNITY NAME]. In the next few days, you will receive a questionnaire in the mail from NOAA. The questionnaire asks about [COMMUNITY NAME]'s involvement in fishing.

**Your responses are important because you are one of only two people in [COMMUNITY NAME] that we are contacting to participate in this study.** The information you provide may be used to help shape decisions about federal government actions on fisheries in Alaska. To make sure that the best possible information is obtained about [COMMUNITY NAME], we need to hear from you. Without your response, we will not be able to provide the information requested in [COMMUNITY NAME]'s updated profile.

If you have any questions about this study or any of the questions in the questionnaire, please contact me at (206) 526-4221 or [amber.himes@noaa.gov](mailto:amber.himes@noaa.gov).

Thank you in advance for your help.

Sincerely,

Amber Himes  
Project Director  
National Oceanic and Atmospheric Administration

**Advance letter for communities not profiled in Sepez et al (2005)**

<DATE>

John Smith  
123 Main Street  
Anywhere, USA 12345

Dear <Name>,

The National Oceanic and Atmospheric Administration (NOAA) is conducting a study to learn more about Alaskan fishing communities, such as yours. The information we collect will improve the quality of information available about communities, and provide a more holistic profile of the way they are tied to fisheries. The information you provide will also allow us to include a profile of [COMMUNITY NAME] in an updated version of the *Community Profiles for North Pacific Fisheries – Alaska*. You can view the profiles that are already done at <http://www.afsc.noaa.gov/REFM/Socioeconomics/Projects/CPU.php>.

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Project Director  
National Oceanic and Atmospheric Administration

**Initial mailing letter for communities profiled in Sepez et al (2005)**

<DATE>

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Anywhere, USA 12345

Dear <Name>,

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You have been identified from publicly available sources as someone with in-depth knowledge about [COMMUNITY NAME]. Included with this mailing is a questionnaire that asks about [COMMUNITY NAME]'s involvement in fishing. Please attempt to answer all of the questions. We understand that you personally might not have all of the answers to the questions and we fully expect you to collaborate with as many people as needed in [COMMUNITY NAME] to complete the questionnaire. The key is that the information you provide is as complete as possible so that we can write a well-informed profile of [COMMUNITY NAME].

This survey takes most people about one hour to complete. After you've completed the survey, please return it in the enclosed self-addressed and postage-paid envelope.

This is an anonymous survey. The answers provided will be connected with [COMMUNITY NAME] but not with you as an individual. Information in this survey will not be provided or presented in any way as to identify individual respondents.

**Your responses are important because you are one of only two people in [COMMUNITY NAME] that we are contacting to participate in this study.** The information you provide may be used to help shape decisions about federal government actions on fisheries in Alaska. To make sure that the best possible information is obtained about [COMMUNITY NAME], we need to hear from you. Without your response, we will not be able to provide the information requested in [COMMUNITY NAME]'s updated profile.

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Sincerely,  
Amber Himes  
Project Director  
National Oceanic and Atmospheric Administration

**Postcard reminder for communities profiled in Sepez et al (2005)**

Last week a questionnaire was mailed to you seeking information about [COMMUNITY NAME]'s involvement in fishing.

If you have already completed and returned the questionnaire, please accept our sincere thanks. If you have not completed and returned the survey, we ask that you do so today.

**Your responses are important because you are one of only two people in [COMMUNITY NAME] that were contacted to participate in this study.** Your response will help us update [COMMUNITY NAME]'s profile which may be used to help shape decisions about federal government actions on fisheries in Alaska. Your participation is required to provide good information about [COMMUNITY NAME] for these decisions.

**If you need another copy of the questionnaire,** please call me directly at (206) 526-4221 and a questionnaire will be mailed to you today.

**Thank you for your help.**

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National Oceanic and Atmospheric Administration

**Follow-up mailing letter for communities profiled in Sepez et al (2005)**

<DATE>

John Smith  
123 Main Street  
Anywhere, USA 12345

Dear <Name>,

A couple weeks ago, a questionnaire was mailed to you seeking input about [COMMUNITY NAME]'s involvement in fishing. If you have already completed and returned the questionnaire, please accept our sincere thanks. If you have not completed and returned the survey, we ask that you do so today. We have enclosed another copy of the survey in case you have misplaced the original one we sent. We understand that you personally might not have all of the answers to the questions and fully expect you to collaborate with as many people as needed in [COMMUNITY NAME] to complete the questionnaire. The key is that the information you provide is as complete as possible so that we can write a well-informed profile of [COMMUNITY NAME].

Although your participation is voluntary, your response will help us update [COMMUNITY NAME] profile in our *Community Profiles of North Pacific Fisheries* publication, which may be used to help shape decisions about federal government actions on fisheries in Alaska. Your participation is needed to provide good information about [COMMUNITY NAME] for these decisions.

This survey takes most people about one hour to complete. After you've completed the survey, please return it in the enclosed self-addressed and postage-paid envelope.

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