

Appendix I

Model Recruiter Training Talking Points

Who to Recruit

- [HET only] We're going to give you *[insert #]* coupons to give to friends, relatives, or people you associate with so that they can be in the survey too.
- [HET only] Give the coupons to people you know and who are between 18 and 60 years old.
- [HET only] Do NOT give the coupons to **strangers**.
- [PWID only] We're going to give you *[insert #]* coupons to give to other people who inject drugs so that they can be in the survey too.
- [PWID only] Give the coupons to people you know. Do NOT give the coupons to **strangers**.
- [MSM only] We're going to give you *[insert #]* coupons to give to other men who are gay, bisexual, or have sex with other men so that they can be in the survey too.
- [MSM only] Give the coupons to men you know. Do NOT give the coupons to **strangers**.
- Give the coupons to people who live in *[insert project area]*.
- Give the coupons to people who have not already participated in the survey.

Coupons

- Everyone has to have a coupon to be in the survey.
- Tell people you recruit to have the coupon with them when they come in or when they call to make an appointment.
- ***If a project area chooses to replace lost or stolen coupons when the numbers on the lost or stolen coupons can be identified and voided in the CMP:*** Your coupons cannot be replaced if the people you recruited are not selected for the survey.
- ***If a project area chooses not to replace lost or stolen coupons:*** Your coupons cannot be replaced if they are lost or stolen or the people you recruited are not selected for the survey.
- ***If a project area is using photo coupons:*** Instead of handing out your coupons, you can take a photo of each one and text or email it to someone you want to recruit.

- ***If a project area is using photo coupons:*** Keep the message you send general to protect the person's privacy. For example: *You can use this coupon to take a health survey and earn up to \$[total incentive amount].*
- ***If a project area is using photo coupons:*** Coupon photos will not be accepted if the coupon number cannot be clearly seen or if the photo shows more than one coupon.
- ***If a project area is using photo coupons:*** If more than one person tries to use the same coupon photo, only the first person using it will be allowed to participate in the survey.

Process

- The whole process for the survey takes about 1 hour.
- Children aren't allowed to sit in on the interview, so ask the people you recruit to have someone watch their children if they have any.
- Everyone who completes an interview will get *[survey incentive]*. Everyone who also does an HIV test will get an additional *[HIV test incentive]*.
- People who aren't capable of completing the interview won't be allowed to participate in the survey. This includes people who are too drunk or high to complete the interview.

Reward

- You will get paid *[recruiter incentive]* for each person you recruit who is selected for the survey and who completes the interview; the *[recruiter incentive]* is not guaranteed just for recruiting someone.
- You will not be paid for someone who is not selected for the survey.
- You will not be paid for someone who has already participated.
- You will not be paid for someone who does not complete an interview.
- The computer determines who gets to recruit other people for the survey and how many coupons they will get.
- Coupons will expire and the survey will end at some point.

Recruiter Information

- We ask questions so that we can identify you again when you come to get your rewards.
- We link the numbers on the coupons we give you to the coupon you brought in, so we know who to pay.

- Call the office to find out if you are owed a reward.
- We can't tell you who came in with a coupon from you.
- We will only pay you. Don't send someone else in to get paid.

Do you have any questions? Thanks for helping us, and remember, give the coupons to [*HET only*: people you know and who are between the ages of 18 and 60] [*PWID only*: people you know and who inject drugs] [*MSM only*: men you know and who are gay, bisexual, or have sex with other men].