**DRAFT: For Discussion and Strategy Purposes Only**

## ***Sexual Misconduct Campus Climate Survey***

## **Logistics**

|  |  |
| --- | --- |
| **Launch date:** | **[DATE]** |
| **Goals:** | To announce the sexual misconduct campus climate survey and encourage students to participate.  |
| **Message:** | * We are required by the state of Illinois to administer the sexual misconduct campus climate survey each year.
* Topics include relationships, sexual experiences, experiences with dating violence and perceptions about safety at [University/Campus] during the last 12 months.
* We are asking students to participate, but it is voluntary and not required they fill it out.
 |
| **Content reviewers:** |  |
| **Content approvers:** |  |
| **Green light to execute:** |  |

**Pre-Launch Transmittals**

**Transmittal 1:** Campus Leadership

**Send Date:** [DATE] **Send Time:** Any time **TO:** Campus Leadership
**CC:**
**FROM:**
**Sender:**
**SUBJECT:** Sexual Misconduct Campus Climate Survey

**Transmittal Message:**

Dear Colleagues,

On [DATE], we will begin requesting that students complete the Sexual Misconduct Campus Climate Survey. This survey is required by state law, and I want you to be aware that we will be administering it for the next month in case you receive any questions. This is the [occurrences] year of this survey.

Survey topics include relationships, sexual experiences, experiences with dating violence and perceptions about safety at our university during the last 12 months. Students are not required to complete the form—it is entirely voluntary.

Our university is dedicated to fostering a caring community. Preventing and remedying sexual misconduct at [University/campus] is essential to a safe environment in which our students can learn, and this survey is an important step.

We have already alerted your Chief Communications Officer that we may need their help in promoting the survey to students, and I thank you in advance for their help.

Sincerely,

**Transmittal 2: Survey, first email**

**Send Date:** [DATE] **Send Time:** 10am
 **TO:** List of all registered students in the last 12-month period
**FROM:**
**Sender:**
**SUBJECT:** Sexual Misconduct Campus Climate Survey

**Transmittal Message:**

Dear Student,

Our university is dedicated to fostering a caring community. Preventing and remedying sexual misconduct at [University/campus] is essential to a safe environment in which our students can learn.

You can help by completing the [Hyperlink to *Sexual Misconduct Campus Climate Survey]***.**
**Note: [Any relevant information on how to access the survey from the hyperlink provided].**

Illinois law (110 ILCS 155/35) requires the [University/campus] to conduct the *Sexual Misconduct Campus Climate Survey* annually. Your participation is **voluntary.**This surveyshould take approximately**15-20 minutes**to complete.You will be asked questions concerning relationships, sexual experiences, experiences with dating violence and perceptions about safety at the [University/campus] **during the last 12 months**. All the information provided in the questionnaire will be anonymous. Additional information about the survey can be found on [hyperlink to the survey’s website].

It is important that we hear from as many students as possible so what we learn is representative of [University/campus] students’ experiences. After completing the survey, you can enter a drawing for one of the following: X incentive A, Y incentive B, or [University/campus] promotional items.

We will remind you about the survey periodically. If you wish to not receive these reminders, please click unsubscribe below.

If taking the survey makes you feel distressed or encourages you to report sexual misconduct that you know has occurred, please visit the [University/campus’ resource center] website to learn more about support resources.

Thanks for your consideration and willingness to make [University/campus] a better place for everyone.

Sincerely,

**Transmittal 3: Survey, second email**

**Send Date: [DATE]
Send Time:** 10am
 **TO:** List of all registered students in the last 12-month period
**FROM:**
**Sender:**
**SUBJECT:** Sexual Misconduct Campus Climate Survey

**Transmittal Message:**

Dear Student,

Previously you received an email asking you to complete a survey about sexual misconduct and the experiences of students at [University/campus]. If you have already completed the survey, we thank you.

***If you have not had a chance to complete the survey yet, you can still help by completing the* [Hyperlink to *Sexual Misconduct Campus Climate Survey] now*.**

We know you have a lot of demands on your time, but this **15–20-minute** survey is important in helping us respond to sexual misconduct and make everyone a little safer on our campus. Additional information about the survey can be found on the survey’s website. If you do not want to receive these emails, please click on unsubscribe below.

If taking the survey makes you feel distressed or encourages you to report sexual misconduct that you know has occurred, please visit the [University/campus’ resource center] website to learn more about support resources.

Thanks for your consideration and willingness to make [University/campus] a better place for everyone.

Sincerely,

**Transmittal 4: Survey, third email**

**Send Date:** [DATE] **Send Time:** 10am
 **TO:** List of special populations
**FROM:**
**Sender:**
**SUBJECT:** Sexual Misconduct Campus Climate Survey

**Transmittal Message:**

Dear Student,

Last week you received an email asking you to complete a survey about sexual misconduct and the experiences of students at [University/campus]. If you have already completed the survey, we thank you. If you do not want to receive these emails, please click on unsubscribe below.

***If you have not had a chance to complete the survey yet, you can still help by completing the* [Hyperlink to *Sexual Misconduct Campus Climate Survey] now*.**

We know you have a lot of demands on your time, but this **15–20-minute** survey is important in helping us respond to sexual misconduct and make everyone a little safer on our campus. Additional information about the survey can be found on [hyperlink to the survey’s website].

If taking the survey makes you feel distressed or encourages you to report sexual misconduct that you know has occurred, please visit the [University/campus’ resource center] website to learn more about support resources.

Thanks for your consideration and willingness to make Illinois a better place for everyone.

Sincerely,

**Transmittal 5: Survey, final email**

**Send Date:** [DATE] **Send Time:** 10am
 **TO:** List all registered students in the last 12-month period
**FROM:**
**Sender:**
**SUBJECT:** Final reminder: Sexual Misconduct Campus Climate Survey

**Transmittal Message:**

Dear Student,

We are hoping to hear from as many students as possible on campus and are writing to remind you that there is only 24 hours leftto complete a survey on sexual misconduct at [University/campus].

If you have already responded to this survey, we thank you for sharing your experiences.  If you have not responded, the survey should take only about **15-20 minutes** to complete.

***You can help by completing the* [Hyperlink to *Sexual Misconduct Campus Climate Survey]*.**

If taking the survey makes you feel distressed or encourages you to report sexual misconduct that you know has occurred, please visit the [University/campus’ resource center] website to learn more about support resources.

Sincerely,