
**Community Anti-Drug Coalitions of America
National Youth Leadership Initiative
State of West Virginia 2010-2011**

Dear Coalition Staff,

First, I just want to say how excited we are about this project. We know everyone is working hard to prepare for the November session. Please let us know what we can do to help support you.

We are writing to seek your help signing the youth up for the evaluation portion of the NYLI project. Just as parents had to sign off to allow each child to participate in the training, they also have to sign off to allow their child to participate in the evaluation. The evaluation includes the **PhotoVoice project**, an **anonymous survey**, and **focus groups**.

What will the youth be doing for the evaluation?

For the **PhotoVoice** project, each youth will be given a digital camera to take photographs in their community. Youth will be provided with a few framing questions to guide this process such as “Why do you want to become a leader in your community” and “What are some problems in your community?” We will then have youth share and discuss their photos with other participants and discuss the stories behind the photos. An anonymous **survey** will be given multiple times in order for us to see how participants’ skills, activities, and opinions change after their NYLI experience. Finally, **focus groups** will involve youth talking in small groups about their NYLI experience. The goal of these conversations is to understand what it was like to take part in NYLI and learn how we can make it better.

What is in the package we sent you?

In the enclosed packets, you will find consent materials for the evaluation, including a cover letter to parents and two copies of the consent form (one for them to fill out and one for them to keep for their records). We have also enclosed a photo release form that will allow us to include pictures of their child in the project. Parents do NOT have to consent to allow their child to take part in the evaluation. It is totally voluntary. We hope to have every youth who takes part in the NYLI training also participate in the evaluation, but it is not required. That is why we kept the forms separate, to make it completely clear that parents can give permission for their child to be part of the NYLI training and skip the evaluation if they choose. On our consent form, parents can pick and choose what they would like their child to be part of – they can give permission to all three parts of the evaluation, or just one, or none at all if they want.

What are we asking you to do?

1. *Let us know who has enrolled.* Please let us know who has signed up to participate in the training. We will use this to keep track of our consents. You can email those names to me, the project director at MSU, at lichtyla@msu.edu, or call me at (866) 343-5279.
2. *Distribute the consent packets.* We are asking you to give the consent packet (the cover letter, 2 copies of the consent form, and the photo release form) to parents/ guardians once they have signed their child up for the NYLI training. We are also enclosing postage-paid envelopes. If parents want to take the forms home to review, please be sure to give them an envelope so they can mail the signed forms to us directly if they choose.
3. *Direct parents to us for questions.* It is really important that parents understand what they are signing their child up for. We want parents to feel free to call us with questions. Due to federal regulations, only people certified by our review board are technically authorized to explain the consent process. Rather than have each of you get certified, we decided to ask that you send parents with questions to us.

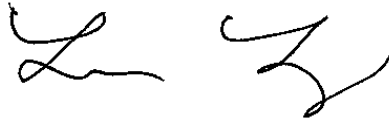
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4. *Fax us a copy of the signed form.* Parents may return the consent forms to you and your staff or they may mail them directly to us. If parents turn the forms in to you, then we would like you to fax us a copy so we can keep track of who we have consent from. The fax number is (651) 436-0326. If parents have questions about the evaluation or the forms, please direct them to call us toll free at (866) 343-5279.

5. *Store the consent forms in a locked file cabinet.* If parents turn the consent forms in to you, please store them in a locked file cabinet. The staff from Community Connections will gather the forms on our behalf and deliver them to us in November. Keep in mind these consent forms are confidential documents. They need to be kept in locked cabinets, and no one should be looking to see whether parents gave consent for their child to participate. We will keep track of all of that here at MSU.

Please let us know if you have any questions or concerns. We are incredibly grateful for your assistance with this process. Again, if there is anything we can do that would make it easier, just let us know!

Sincerely,



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