Team Secretary Communication Template (5)
Send draft survey schedule, writing assignments\*, and report writing resources to team members

\*The preferred model is to have communicated writing assignments in the first message to the team 12 weeks before the visit, but it can be done at this point as well. This is a sample to use if you decide to make the writing assignments 10 weeks before the survey visit rather than 12 weeks before.

*Note: Communicating the information in bold below is strongly recommended.*

Dear Team Members:

**Attached please find the following*:***

* **Team writing assignments\***
* **Draft survey visit schedule**

**You are responsible for reading the entire survey package. During the visit you will be the lead person in those sessions pertaining to your writing assignments. The survey team report will have the specific questions and issues that you are to write about for those aspects of the report that you have been assigned. I highly recommend that you have the first drafts for your sections completed prior to the visit, to assist in identifying possible areas of noncompliance and to help you focus your questions during the visit. Your completed components of the team report are due to me within two weeks following the visit.**

I have received the following information from the school:

* Best airport to use:
* Name of hotel (and hotel Web page):
* Travel time from airport to hotel on Sunday:
* Options for transportation from airport to hotel on Sunday:
* Travel time from school to airport on Wednesday (the school will provide transportation to the airport):

 **You must be present for the entire survey visit, so please keep travel time to and from the airport in mind when you book your flights. In order to make the Sunday team caucus more efficient, please identify any areas of noncompliance before the visit. I will ask for these one week before the visit and compile them to focus our discussion at the team caucus. I look forward to working with you. Please let me know if there is any additional information that would be of use to you, either from me or from the school.**

Sincerely,

[NAME]

Team Secretary