

**APPENDIX H:
LETTER TO REQUEST PERMISSION OR ENGAGE
COOPERATION OF THE TRIBAL ORGANIZATION**

[Print on letterhead for the organization conducting the survey.]

[Name]

[Address]

[Date]

Dear [Tribal Leader]:

Tobacco results in a high number of serious health problems. To achieve the goal of reducing the prevalence of tobacco use among Alaska Natives and specific communities, it is essential that valid and reliable data on tobacco use among these communities be available.

[Insert description of (1) the organization, or organizations, sponsoring the survey and the organization conducting it and (2) the purpose of the survey.]

Our survey will administer the Alaska Native Adult Tobacco Survey (AN ATS), a questionnaire to assess the knowledge, attitudes, and behaviors of the community regarding tobacco use. This questionnaire was developed by the Centers for Disease Control and Prevention. It is specifically designed to gather information from Alaska Natives and focuses on the specific issues relevant to reducing tobacco use among Alaska Natives.

We request your permission to conduct the AN ATS among the [name of tribal community]. Your permission will help us identify potential tobacco-use problems and needs specific to your community. It may also help to improve services and programs aimed at preventing tobacco use among young people in your tribe and adults who want to quit.

The data collected will be anonymous (no names attached to the questionnaire) and will take about [minutes to complete AN ATS, including user-specified questions] minutes to complete. Before the questionnaire is administered, respondents will be informed fully about the survey and will have the opportunity to refuse to participate, with no consequence. Respondents may refuse to answer any specific questions or stop answering questions altogether at any time during the survey. The survey is entirely voluntary.

I will be following this letter with a phone call within a week. I will be happy to answer any questions you may have at that time. If you wish, please do not hesitate to contact us at [contact information for the organization conducting the survey]. I look forward to speaking with you and receiving your formal, written permission to conduct the AN ATS in [name of tribal community].

Very truly yours,

[Name]