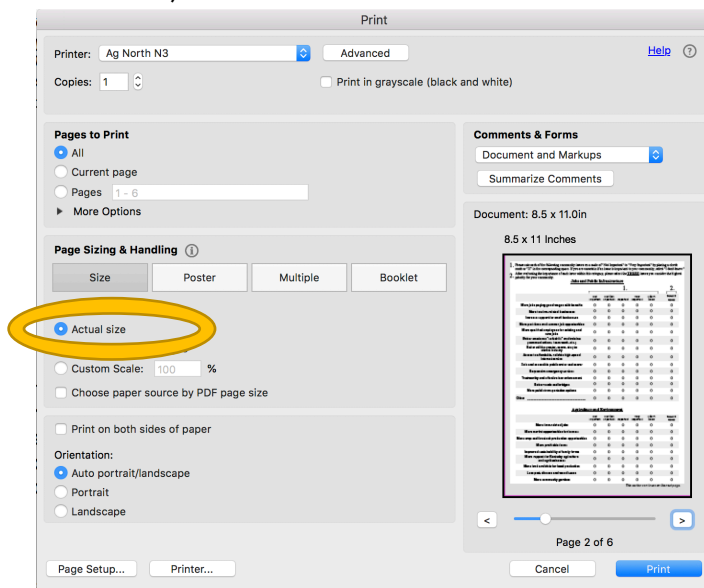


Paper Survey Directions

1. Edit the letter
 - a. Add your county name and office address to the return address
 - b. Date the letter
 - c. If you are mailing the letter, complete the name/address portion. If you are not mailing the letter, delete this portion.
 - d. Add your county name to the Re: line
 - e. If you are mailing the letter, complete the salutation with the receiver's name. If not, delete this portion.
 - f. Add your county name and office address in the third paragraph
 - g. Add your office contact information to the fourth paragraph
 - h. Complete the signature portion
2. The survey is 6 pages total – 1 cover letter and 5 survey pages. **The survey MUST be printed front and back on 3 pages of paper and stapled in the top left corner, on the office copier that will print the surveys used in your county.** The PDF needs to be printed "actual size" (please ensure you are not "printing to fit" or "scaling" the document). See below for illustration:



3. Do NOT alter the survey at all, especially the last page, which is a blank box, but necessary to capture comments.
4. **When returning completed surveys for the first time, please include a blank copy of the survey.** This allows us to calibrate the software.
5. Please mail surveys in throughout the 6 weeks the survey is open rather than waiting to collect them all before mailing at the end. Mail surveys to: Karen Fawcett, Community Economic Development Initiative of Kentucky (CEDIK), University of Kentucky, 419 Charles E. Barnhart Bldg., Lexington, KY 40546-0276.