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Appendix A:

E-mail Recruitment Letter & Flyer

A stylized illustration of a stack of money. The top bill is green and features a portrait of a man, likely a historical figure. The stack is shown from a slightly elevated, angled perspective, with several other bills visible underneath. The drawing uses bold black outlines and flat colors.

All interested parties should contact Heidi Scheusner at 231-5552 or by e-mail: hscheusn@vt.edu **by November 26, 2001.**

\$ \$

Appendix B:
Pre-screening Protocol

Pre-screening Protocol

1. Participant ID # _____

2. Participant Name: _____

3. What Organization are you a member of? _____

4. Male _____ or Female _____ Age: _____

5. Do you hold an office within the organization? _____

6. If YES: What position do you hold? _____

7. If NO: Do you attend meetings/events sponsored by the organization? _____

8. *Purpose of study is explained:* I am conducting a research project this Fall that will assess the personality characteristics of organizational leaders and members in three types of organizations. Volunteers must be one of the following: either a leader (someone who holds an executive position) or a member (someone who is involved, but does not hold a formal position) within the specified organization. Organizations with two leaders and two members who complete the assessment will be entered into a drawing for \$100. Furthermore, volunteers will have the opportunity to have the results of their individual assessment explained to them.

9. *Obligation of participant explained:* Your obligation, if you choose to participate, will be to arrive at a designated assessment session and complete the EQ-i in its entirety. The assessment will take between 40-60 minutes. You may also choose to have the results of your assessment explained to you at a later date, but this is not required.

10. *Distribution of incentive explained:* If two leaders and two members from your organization complete the assessment instrument, your organization will be entered into a drawing for \$100 to spend as your organization wishes. The drawing will take place by no later than December 12, 2001 and the winning organization will be contacted by no later than December 14, 2001. It will be the responsibility of the organization president to claim the money award by December 20, 2001.

11. Are you still interested in participating in the study? ☐ Yes ☐ No

12. Participant Phone: _____

13. Participant E-mail: _____

14. Date/Time for Assessment: ☐ Tuesday, Nov. 27 @ 10 am - 1 pm (219 Squires)

☐ Thursday, Nov. 29 @ 4 - 7 pm (232 Squires) ☐ Friday, Nov. 30 @ 9 am - noon (219

Squires) ☐ Wednesday, Dec. 5 @ 4-7:30 pm (232 Squires)

Appendix C
Copy of the Instrument

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For further information contact Multi-Health Systems,
908 Niagara Falls Blvd., North Tonawanda, NY 14120-2060

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the scanned document**