**Transition evaluation survey -**

**Email template for partners to send to constituents to invite them to take the survey:**

Subject: Tell the City of Portland your thoughts about the charter changes and the new form of government

Dear constituent,

As you recall, our organization partnered with the City of Portland’s Transition Team to inform the community about the changes to how Portlanders elect their mayor, auditor and city council members. Now that the changes have been implemented, the City is doing an evaluation of its work on the transition to the new form of government.

I would like to encourage you take the survey that the City has prepared to get Portlanders’ thoughts and feedback on the big changes that they have made in the last two years. This is a completely anonymous survey, and it should take about 10 minutes for you to complete it. You can get started taking the survey by [clicking here](https://www.portland.gov/transition/survey).

This is a great opportunity for you to share your personal experience and thoughts on how the changes have been made. I invite you to take the survey by Wednesday, January 29, when it will stop accepting responses. If you want to receive the survey in paper form, or in a language other than English, please let me know or email [transition@portlandoregon.gov](mailto:transition@portlandoregon.gov) directly.

Thank you for your time, and I hope you will take the survey soon.

Best,

[signature]