

Focus Group Planning Meeting Invitation



During the Focus Group Planning Meeting, the Stakeholder Team finalizes the number, location and schedule of the focus groups and a plan for focus group facilitation, and develops a plan for recruiting participants. The template text below can be used to invite the Stakeholder Team to the meeting.

Invitation to Stakeholders

Dear [NAME],

[NAME OF COMMUNITY] is planning a youth count and needs your help. The youth count will help us learn more about the number and characteristics of unaccompanied young people [INSERT AGE RANGE] who are experiencing homelessness or housing instability in our community. This important information will be used to improve our efforts to end youth homelessness.

Please join us for a meeting to discuss plans for the youth count and help us prepare for focus groups. The focus groups are the baseline for a successful youth count. It is during the focus groups that we will work with young people and providers to identify the locations where unaccompanied youth experiencing homelessness and housing instability spend time, and to brainstorm other ways to reach young people to participate in the youth count.

At the meeting, we will develop a timeline and recruitment plan for the focus groups. We want to make sure that the focus groups reflect the diversity of young people who experience homelessness and housing instability in [NAME OF COMMUNITY], including a wide variety of ages, types of housing instability, and geographic and subpopulation diversity, as well as the diversity of service providers who work with young people. Separate focus groups will be held for youth and providers.

The meeting is scheduled for [DATE/TIME]. We encourage you to attend in person at [LOCATION], but if not, please join us by [CONERENCE CALL OR VIDEO CONFERENCING INFORMATION]. If you are unable to attend, please feel free to send someone else from your organization.

Please let me know if you have any questions. I look forward to speaking with you on [DATE/TIME].

Thank you,
[NAME]